

## **BIOLOGY & MCBB LAB ROTATION PROCEDURES FOR PhD STUDENTS**

### **2023-2024 PROGRAM CONTACTS**

**Cell & Molecular Biology (CM):** Trevor Siggers, Associate Chair - tsiggers@bu.edu

**Neurobiology (Neuro):** Angela Ho, Associate Chair - aho1@bu.edu

**Molecular Biology, Cell Biology & Biochemistry (MCBB):** Tom Gilmore, Director - gilmore@bu.edu

### **2023-2024 IMPORTANT DATES & DEADLINES**

**September 5th - 11th**..... Rotation talks (see orientation web page for schedule)

**September 11th**.....Rotation selections due to program contact via email

**September 13th - November 8th**..... Rotation 1\*

**November 9th - January 24th**.....Rotation 2\*

**January 25th - March 20th**.....Rotation 3\*

**March 27th**.....Placement requests to program contact due via email

**Early April**.....Lab placements sent out (4th rotations scheduled if needed)

*\*Rotation summary due via online form roughly 1-2 weeks after rotation completion*

### **GENERAL PROCESS**

CM, Neuro, and MCBB PhD students are expected to rotate in 3 labs during their first year. Prior to the rotation selection due date, you should reach out to faculty of interest to determine if they are seeking rotation students and if the lab would be a potential fit. If the faculty member agrees to have you rotate in their lab, confirm which rotation spots would work for them (i.e. rotation 1, 2, or 3). Once you have compiled a list of prospective lab rotations, you should email the list to your program contact by the due date.

Your program contact will confirm your rotation schedule prior to the start of the first rotation. Typically, all 3 rotations are confirmed at once, though occasionally more time may be needed to confirm the 2nd or 3rd rotation. Initial rotation selections may change as the semester progresses and your interests evolve; we understand that, as you learn more about labs and your program, you may want to adjust your rotation schedule. Email your program contact with any changes.

At the completion of each rotation, you will need to fill out a brief rotation summary form. Jen Correia will email you the link to the form. Responses should be submitted within 1-2 weeks of receipt. Every rotating student will be registered for a 2-credit lab rotation course in the Fall and Spring (BI791/792 or MB791/792); all 3 rotation summaries must be submitted to receive a grade.

After the final rotations are complete, you will email your placement requests to your program contact; they will confirm lab matches. You should discuss your preferred match with the faculty member to ensure that you both are in agreement. Your program contact will email you with your final placement in early April. We seek to place all students after 3 rotations, though additional rotations are sometimes necessary. If you need to complete another rotation, your program contact will provide additional guidance.

If you have any questions about the rotation process, please email your program contact.

### **CONTACTING FACULTY**

Biology Faculty: <https://www.bu.edu/biology/people/faculty/>

MCBB Faculty: <https://www.bu.edu/mcbb/people/faculty/>

*Note: Not all recruiting faculty are able to complete a rotation talk; please reach out to any faculty of interest, even if they did not participate in rotation talks.*

You are expected to complete rotations with faculty from your program unless alternate arrangements are made with your program contact. We recommend emailing faculty of interest prior to the start of the semester with your name, status (e.g. incoming CM PhD student), brief description of your research interests, and your CV. If requested by the recruiting faculty, Jen Correia will provide the transcripts and recommendation letters from your admissions file.

### **SUBMITTING ROTATION SELECTIONS**

Email your preferred rotation schedule to your program contact by the due date listed above; include any backup plans or relevant notes. Your program contact will confirm your schedule prior to the start of the first rotation.

### **DURING THE ROTATION**

At the start of each rotation, you should discuss expectations with the recruiting faculty. Topics to cover may include: lab and/or one-on-one meeting attendance, hours spent in the lab, project goals, workflow, communication, etc.

If any issues arise that cannot be resolved by the recruiting faculty, please email your program contact. You will also have the opportunity to submit confidential comments regarding your rotation experience via the rotation summary form; these comments will only be shared with the Graduate Program Specialists, your program contact, and the Director of Graduate Studies (Biology – Frank Naya, [fnaya@bu.edu](mailto:fnaya@bu.edu)) or Director of MCBB if deemed necessary.

### **SUBMITTING PLACEMENT REQUESTS**

Email your placement request to your program contact by the due date listed above. You should discuss your preferred match with the faculty member to ensure that you both are in agreement.

### **LAB PLACEMENT**

Your program contact will confirm lab matches for your cohort and will email you with your final placement in early April.

We never place students into labs they don't want to be in. If necessary, additional rotations may be completed until the student is placed successfully.