

BIOLOGY LAB ROTATION PROCEDURES FOR MS STUDENTS

2025-2026 PROGRAM CONTACTS

Cell & Molecular Biology (CM): Cynthia Bradham, Associate Chair - cbradham@bu.edu

Neurobiology (Neuro): Jen-Wei Lin, Associate Chair - jenwelin@bu.edu

Director of Master's Studies: Kim McCall - kmccall@bu.edu

Graduate Program Specialists: Cailin Zadravec - cazad@bu.edu | Jen Correia - jencorr@bu.edu
| Eliza Givens - elgivens@bu.edu

GENERAL PROCESS

CM and Neuro Research Track MS students are expected to complete lab rotations until a lab match is found. Rotation lengths may vary depending on the faculty member. Typical rotation lengths for MS students are ~5-6 weeks. Our goal is to place most MS students by the end of the Fall semester or the beginning of the Spring semester.

There are no set dates for MS student rotations. However, the below dates may serve as guidelines:

September 15th - October 17th, Rotation 1

October 20th - November 28th, Rotation 2 (if needed);

December 1st - January 16th, Rotation 3 (if needed)

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/>

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 required to complete rotations with faculty from your program unless alternate arrangements are approved by your program contact. We recommend emailing faculty of interest prior to the start of the semester with your name, status (e.g. incoming CM MS 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

Once you have a lab rotation scheduled, email your program contact and copy the Director of Master's Studies along with Cailin Zadavec; include any backup plans or relevant notes.

BEFORE THE ROTATION

Basic lab safety training is required for all incoming graduate students. Additional lab-specific trainings or clearances might be required. **As soon as you schedule your rotation, ask the PI if you will need any additional clearances/trainings outside of the basic lab safety training.** Two common additions are listed below; most Neurobiology students will need clearance from ROHP and will need to be listed on an IACUC protocol.

ROHP Clearance

Required for anyone rotating in a lab that works with:

- Animals (except fish/amphibians/invertebrates);
- Human-derived tissue or specimens;
- and/or Hazardous materials

<https://www.bu.edu/research/ethics-compliance/safety/rohp/rohp-requirements-for-medicinal-clearance-process/>

Under "Required Initially and Annually"

1. Job Risk Assessment
 - a. This portion must be completed with the PI
2. Health Questionnaire
3. Submit copies of available immunization records, including seasonal influenza and COVID vaccinations, to ROHP@bu.edu

Listing on an IACUC Protocol

Required for anyone rotating in labs doing animal work.

<https://www.bu.edu/research/ethics-compliance/animal-subjects/training/>

- ROHP Health Questionnaire must be completed first

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.

AFTER THE ROTATION

At the completion of each rotation, discuss the possibility of a lab match with the faculty member. If a match is found, you can either choose to accept the lab placement or rotate in an additional lab if you would like to explore other options before making your final decision. Email your rotation results to your program contact and copy the Director of Master's Studies and Cailin Zadravec. You will be asked to fill out a rotation summary form.

LAB PLACEMENT

Your program contact will confirm that your lab match has been recorded, and that there are no issues with the placement.