

**GUIDELINES FOR GRADUATE STUDENT ROTATIONS**  
**Department of Pharmaceutics and Pharmaceutical Chemistry**

Pharmaceutics students will complete two laboratory rotations with different faculty members in their first semester of graduate study.

Laboratory rotations are essential for identifying the appropriate thesis mentor and lab. In addition, laboratory rotations may provide: exposure to areas of research they might not otherwise experience; familiarize the student with research in different groups and departments through research seminars; and help them develop contacts and learn experimental techniques that may prove helpful in subsequent thesis research.

To assist students in identifying productive and exciting laboratory rotation experiences, students are encouraged to visit with faculty and consult with the rotation mentor.

General guidelines for a student choosing and successfully completing a lab rotation are outlined below:

1. A student should choose a rotation lab only after careful thought and discussions with the rotation mentor. This is the faculty member assigned to advise the student in his/her first semester.
2. The primary goal of the rotation system is for the student to find a lab in which to pursue thesis research.
3. Rotations can be with PHCEU tenure track or research faculty or with adjunct PHCEU faculty.
4. At the outset of the rotation project, students are asked to discuss conceptual and methodological details with the Rotation Advisor. This the advisor that the student will choose to rotate in his/her lab. It is the Rotation Advisor's responsibility to ensure students understand rotation expectations, such as attendance at group research meetings and the format of the end-of-rotation report/presentation (see below).
5. Before the end of the rotation, students must submit a Rotation Report in the format of either a Power Point presentation and/or a written 2 to 4 page rotation report to the rotation advisor. This report will also be submitted to the PHCEU Department Office as evidence of the completed rotation.
6. The content of the Rotation Report should be discussed beforehand with the Rotation Advisor and should reflect the students' understanding of the basic principles involved in the project. A rotation report/presentation includes:
  - a. a description of the basic background of the research area
  - b. a statement of the specific problem to be addressed in the project
  - c. a description of the experimental approach to the problem
  - d. a summary of experimental results, if any, and their analysis
  - e. Note: The emphasis should be on the explanation of the scientific problem and experimental approach rather than on obtaining a large body of results
7. Approximately one week before the end of the rotation, the Program Office will give each student a Rotation Verification Form. The student should:
  - a. Meet with Rotation Advisor to review Rotation Report and obtain signature indicating both satisfactory performance during the rotation and approval of the Report.
  - b. Meet with Rotation Mentor and obtain signature indicating satisfactory completion of rotation and to ensure finalization of the next rotation selection.
  - c. Return signed Rotation Verification and an e-mailed electronic copy of the Rotation Report to the Department Office in order to receive a "CREDIT" grade.

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- d. Note: Students will be given an “INCOMPLETE” grade until both documents have been submitted. ALL rotation documents need to be submitted before a student can officially transfer to a thesis lab. Stipend coverage will not be extended for late submission.
8. Faculty are encouraged to only have one or two rotation students at one time. Faculty should email the Director of Graduate Studies if they intend to have more than two rotation students at a time.
9. In principle, students and faculty should be talking during the rotation about the possibility of joining the lab. However, this commitment should not be finalized until signing day.

**Rotation Schedule for Fall 2020:**

**1<sup>st</sup> Rotation: August 31<sup>st</sup> to October 23<sup>rd</sup>**

**2<sup>nd</sup> Rotation: October 26<sup>th</sup> to December 18<sup>th</sup>**

**Lab commitments begin: January 4<sup>th</sup>, 2021**