

G718 Research in Biomedical Science

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Syllabus

Research in Biomedical Science, Course number: G718

Prerequisites: none

Instructor: Thomas Hurley, Ph.D.

Indiana University School of Medicine, Graduate Division

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A laboratory research rotation course allowing incoming basic science doctoral graduate students in the School of Medicine (IUSM) to take research rotations in laboratories affiliated with any of the nine IUSM PhD programs. Permission of instructor required.

Specific Objectives for Student

- Understand the research topics under investigation in the laboratory.
- Understand the research methods in use in the laboratory.
- Begin to develop critical thinking skills, the ability to meaningfully design biomedical studies, a work ethic consistent with those of a professional scientist, and to learn appropriate time management skills.
- Understand the typical expectations and the curriculum of the relevant biomedical science graduate program (Anatomy & Cell Biology, Biochemistry & Molecular Biology, Cellular & Integrative Physiology, Medical & Molecular Genetics, Medical Neuroscience, Microbiology & Immunology, Pathology, Pharmacology, or Toxicology).

Time in the Lab

A typical research rotation will be 2 credits and will involve the student spending a minimum of 15 hours per week in the prospective mentor's laboratory (past rotation evaluations suggest that it is typically substantially more). Course-free days are intended to be spent in the laboratory. Each rotation will be 8 weeks. The student is expected to help design and to perform experiments, attend any laboratory research meetings, attend any laboratory journal clubs, discuss ongoing projects with laboratory members, etc. The student should also attend research seminars, department/program events, and other activities relevant to the mentor's laboratory and the graduate training program under consideration.

Choosing a Laboratory

- To begin identifying appropriate labs for rotations, students should consult with their two assigned advisors from their tentative graduate programs soon after they arrive on campus.
- To identify appropriate labs for rotations, students should attend presentations given by the IUSM graduate program directors during Orientation and should also attend any program events such as open days, poster sessions, research retreats, etc.
- Students should consult the open lab list that is maintained by the IUSM Graduate Division using data provided by the Ph.D. programs.
- To identify appropriate labs for rotations, students should interview faculty members whose research is interesting to them during their first few weeks after arrival for the fall semester. Another way to gain insight regarding a mentor and their laboratory is by attending a lab meeting. The purpose of these interviews is to meet as many faculty as practical on a one-on-one basis and to discuss research interests and possibilities for research rotations.

- Following these interviews, students will identify faculty members who agree to serve as lab rotation mentors during the first year and then discuss these possible laboratory rotations and dissertation mentors with their advisors.

Possible Topic Areas during the Interview with a Faculty Member

- What projects are available for the student to work on?
- What graduate program is under consideration (many faculty are affiliated with >1 program)?
- What are the requirements of that program for the student and for the faculty mentor?
- The roles and expectations of the mentor and other members of the rotation laboratory (i.e. who – mentor, postdoc, graduate students, technicians – will teach techniques, help with experiments, etc.).
- The amount of time the student is expected to devote to the project and the number of hours per week the student is expected to work in the lab.
- What are the expectations of the student?
- What is the funding situation in the lab?
- How many students will likely do rotations with that faculty member this year?
- How many permanent openings for IBMG students are there in the mentor's lab?

Rotation Mentor Agreement Form

- When a student and faculty mentor both agree that the student will rotate in this lab, both the student and the mentor complete and sign an [IBMG Lab Rotation Mentor Agreement form](#). It is the student's responsibility to file this form with the IUSM Graduate Division by the due date.

At the Start of the Rotation

At the start of the rotation, faculty should form a plan with a rotating student to delineate:

- The PhD program that is under consideration (because some faculty have appointments with several programs)
- Schedule for mentor meetings with the student
- The research project assigned for the rotation
- The goals and expectations of the mentor and student for the rotation
- Safety, security, communication, note taking, etc.
- Schedule for student's time in the lab
- Involvement of the student in lab activities, such as lab meetings and journal clubs
- Involvement of the student in Department/program activities, such as seminars

Rotation Dates 2017-2018

<u>Rotation 1</u>	Fall Semester – last 8 weeks Thursday, October 5, 2017 – Wednesday, December 6, 2017 (40 weekdays)
<u>Rotation 2</u>	Spring Semester – first 8 weeks Monday, January 8, 2018 – Monday, March 5, 2018 (40 weekdays)
<u>Rotation 3</u>	Spring Semester – last 8 weeks Tuesday, March 6, 2018 – Monday, April 30, 2018 (40 weekdays if NO spring break, otherwise 35 weekdays)

Forms and Deadlines

- [Lab Rotation Mentor Agreement form](#) (due prior to each rotation)
 - September 29th – Rotation 1 Mentor Agreement Form due
 - December 8th – Rotation 2 Mentor Agreement Form due
 - February 23rd – Rotation 3 Mentor Agreement Form due
- [Rotation Grades/Faculty Evaluation Form](#) completed by the mentor and returned to MS 207 by the mentor or staff– please review G718 Grading Policy
 - December 8th – Rotation 1 Rotation Grade/Faculty Evaluation Form due
 - March 9th – Rotation 2 Rotation Grade/Faculty Evaluation Form due
 - May 4th – Rotation 3 Rotation Grade/Faculty Evaluation Form due
- [Student Evaluation of Faculty Form](#) completed by the student and returned to MS 207 by the student
 - December 8th – Rotation 1 Student Evaluation of Faculty Form due
 - March 9th – Rotation 2 Student Evaluation of Faculty Form due
 - May 4th – Rotation 3 Student Evaluation of Faculty Form due
- [Program Selection Form](#) – due April 27th – completed by the student, faculty mentor, Program Chair / Program Director (and faculty mentor’s primary department chair if it is not the relevant PhD Program Department) to select the permanent laboratory/mentor and PhD program.

Safety

Although the IBMG students have had introductory talks about lab safety, radiation, etc. during orientation, it is the responsibility of the rotation mentor to ensure that students only participate in allowable activities after training and with appropriate supervision in accordance with University policies on safety, radiation use, biohazards, etc. During orientation, IBMG students participate in training on Radiation Safety, Bloodborne Pathogens, and Laboratory and Chemical Safety.

Time Management/Expectations

- It is helpful at the outset of a rotation to develop a tentative work schedule and to set regular meetings with the faculty mentor. The nature of the experiments will help in deciding the schedule. Please understand that it is not uncommon for students to spend time working in the lab on weekends, in addition to the hours spent Monday-Friday outside of class and studying.
- If at any time the student finds that she/he cannot maintain the agreed-upon rotation schedule, due to the demands of their academic coursework or any other reason, they need to inform their faculty mentor of this situation and discuss how they will complete the rotation.
- At or toward the end of each rotation (~final week), students will work with their mentor to determine if the student will prepare a short oral presentation on their work or a two page written report of their work with topic background information on their work. The exact format for either option of this requirement will be determined by the faculty mentor. This requirement is designed to provide summative experiences for the rotation to help the student and mentor consider the rotation experience. This final project will be submitted to the PI in the format requested and to the IBMG Program electronically.

Note to Faculty

- Please do not end a rotation early – let the rotation take the assigned length of time.
- If there are situations that indicate that the rotation should be terminated early, please contact Dr. Thomas Hurley or Tara Hobson prior to communicating to the student that the rotation has been terminated.
- Permanent offers and lab placement decisions cannot be formalized until late April. The [Program Selection Form](#) is due by April 27, 2018.

After the Rotation

FACULTY: Your Rotation Grade/Faculty Evaluation of the Rotating Student is due! The [Rotation Grade/Faculty Evaluation Form](#): is to be completed by the rotation mentor, discussed with the student, and then returned to Tara Hobson (MS, Room 207) by the mentor or via email – please do not give the form to the student to be turned in.

Please also maintain good communication - if your lab situation changes such that you will no longer be able to take an IBMG student, please let the IUSM Graduate Division, the relevant graduate programs, and IBMG students who have rotated through your lab know as soon as possible.

STUDENTS: Your Evaluation of the Faculty Mentor is due! The [Student Evaluation of Faculty Form](#) is to be completed at the end of the rotation and returned to Tara Hobson (MS, Room 207) Please also maintain good communication with your rotation mentors. If you are interested in possibly joining a laboratory, it is good to let that faculty member (or members) know so that they understand your continued interest.

Bibliography

- *Ethics in Biomedical Research*. DVD. Available free from the Howard Hughes Medical Institute (HHMI). www.hhmi.org.
- *At the Bench: A Laboratory Navigator* by Kathy Barker. Cold Spring Harbor Laboratory Press, Cold Spring Harbor, New York, 2004.
- *At the Helm - A Laboratory Navigator* by Kathy Barker. Cold Spring Harbor Laboratory Press, Cold Spring Harbor, New York, 2002.
- *Guide to the Successful Thesis and Dissertation* by James Mauch and Namgi Park. Fifth Edition. 2003. Books in Library and Information Science series, Marcel Dekker, Inc.
- *Making the Right Moves (2nd edition): A Practical Guide to Scientific Management for Postdocs and New Faculty*. Free download at <http://www.hhmi.org/developing-scientists/making-right-moves>.
- *On the Right Track – a Manual for Research Mentors* by Margaret King. 2003. Council of Graduate Schools.

In addition, students should familiarize themselves with recent publications from the laboratory in which the rotation experience is being held.

Cheating and Plagiarism

Students are instructed to make themselves aware of University regulations concerning plagiarism, the maintenance of academic honesty, and the definitions of unacceptable behavior and cheating. Academic misconduct of any sort will not be tolerated and will be dealt with as outlined in the *IU/IUPUI Code*, which can be viewed at: <http://studentcode.iu.edu>

Additionally, IBMG students have completed the IUSM Honor Code and completed an online IU Plagiarism course prior to beginning of the first rotation.

Academic misconduct is defined as any activity that tends to undermine the academic integrity of the institution. The university may discipline a student for academic misconduct. Academic misconduct may involve human, hard-copy, or electronic resources.

Policies of academic misconduct apply to all course-, department-, school-, and university-related activities, including field trips, conferences, performances, and sports activities off-campus, exams outside of a specific course structure (such as take-home exams, entrance exams, or auditions, theses and master's exams, and doctoral qualifying exams and dissertations), and research work outside of a specific course structure (such as lab experiments, data collection, service learning, and collaborative research projects). The faculty member may take into account the seriousness of the violation in assessing a penalty for acts of academic misconduct. The faculty member must report all cases of academic misconduct to the dean of students, or appropriate official. Academic misconduct includes, but is not limited to, the following:

1. Cheating

Cheating is considered to be an attempt to use or provide unauthorized assistance, materials, information, or study aids in any form and in any academic exercise or environment.

- a. A student must not use external assistance on any "in-class" or "take-home" examination, unless the instructor specifically has authorized external assistance. This prohibition includes, but is not limited to, the use of tutors, books, notes, calculators, computers, and wireless communication devices.
- b. A student must not use another person as a substitute in the taking of an examination or quiz, nor allow other persons to conduct research or to prepare work, without advance authorization from the instructor to whom the work is being submitted.
- c. A student must not use materials from a commercial term paper company, files of papers prepared by other persons, or submit documents found on the Internet. A student must not collaborate with other persons on a particular project and submit a copy of a written report that is represented explicitly or implicitly as the student's individual work.
- d. A student must not use any unauthorized assistance in a laboratory, at a computer terminal, or on fieldwork.
- e. A student must not steal examinations or other course materials including, but not limited to, physical copies and photographic or electronic images.

- f. A student must not submit substantial portions of the same academic work for credit or honors more than once without permission of the instructor or program to whom he work is being submitted.
 - g. A student must not, without authorization, alter a grade or score in any way, nor alter answers on a returned exam or assignment for credit.
- 2. Fabrication
A student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citation to the sources of information.
- 3. Plagiarism
Plagiarism is defined as presenting someone else's work, including the work of other students, as one's own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged, unless the information is common knowledge. What is considered "common knowledge" may differ from course to course.
 - a. A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics, or pictures of another person without acknowledgment.
 - b. A student must give credit to the originality of others and acknowledge indebtedness whenever:
 - 1. Directly quoting another person's actual words, whether oral or written;
 - 2. Using another person's ideas, opinions, or theories;
 - 3. Paraphrasing the words, ideas, opinions, or theories of others, whether oral or written;
 - 4. Borrowing facts, statistics, or illustrative material; or
 - 5. Offering materials assembled or collected by others in the form of projects or collections without acknowledgment.
- 4. Interference
A student must not steal, change, destroy, or impede another student's work, nor should the student unjustly attempt, through a bribe, a promise of favors or threats, to affect any student's grade or the evaluation of academic performance. Impeding another student's work includes, but is not limited to, the theft, defacement, or mutilation of resources so as to deprive others of the information they contain.
- 5. Violation of Course Rules
A student must not violate course rules established by a department, the course syllabus, verbal or written instructions, or the course materials that are rationally related to the content of the course or to the enhancement of the learning process in the course.
- 6. Facilitating Academic Dishonesty
A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic misconduct, nor allow another student to use his or her work or resources to commit an act of misconduct.

Potential consequences for academic misconduct:

If the instructor has information that one of his/her students committed an act of academic misconduct, the faculty member will hold an informal conference with the student. The conference will be prompt and private. If the faculty member concludes that the student is responsible for the misconduct, then the faculty member will impose an appropriate academic sanction (i.e., lower or failing grade on the assignment, assessing a lower or failing grade for the course). Students are

reminded of the code of conduct form that they signed upon joining the IUSM and that their actions may be subject to additional scrutiny by the IUSM Graduate Division. See also: <http://www.iupui.edu/code/>

IUPUI Policy on Disability Accommodations

Students needing accommodations because of disability will need to register with Adaptive Educational Services (AES) and complete the appropriate forms issued by AES before accommodations will be given. The AES office is located in Taylor Hall, UC 100. You can also reach the office by calling 317-274-3241.

IUPUI Policy on Religious Holidays

IUPUI respects the right of all students to observe their religious holidays and will make reasonable accommodation, upon request, for such observances. Students seeking accommodation for religious observances must submit a request in writing to the course instructor by the end of the second week of the semester and should use the [Request for Course Accommodation Due to Religious Observance Form](#). More information on the IUPUI Policy on Religious Holidays is available here: <http://registrar.iupui.edu/religious.html>.

IUPUI Policy on Academic Integrity

The IU Code of Student Rights, Responsibilities, and Conduct states that students must uphold and maintain academic and professional honesty and integrity; the code defines academic misconduct as any activity that tends to undermine the academic integrity of the institution. Students engaging in academic misconduct may therefore receive penalties from their course instructor and disciplinary action from the university. Policies against academic misconduct apply to all course-, department-, school-, and university-related activities. Academic misconduct may involve human, hard-copy, or electronic resources and includes but is not limited to the following: cheating, fabrication, plagiarism, interference, violation of course rules, and facilitating academic dishonesty. For definitions of these activities, visit <http://studentcode.iu.edu/responsibilities/academic-misconduct.html>. For information on how faculty and students are expected to handle cases involving academic misconduct, visit <http://registrar.iupui.edu/misconduct.html>. Additional information about the rights and responsibilities of IU students is available at <http://studentcode.iu.edu>.

IUPUI Policy on Sexual Misconduct

What you should know about sexual misconduct: IU does not tolerate acts of sexual misconduct, including sexual harassment and all forms of sexual violence. If you have experienced sexual misconduct, or know someone who has, the university can help. It is important to know that federal regulations and university policy require faculty to promptly report complaints of potential sexual misconduct known to them to their campus Deputy Title IX Coordinator(s) or IU's Title IX Coordinator to ensure that appropriate measures are taken and resources are made available. The university will work with you to protect your privacy by sharing information with only those that need to know to ensure the university can respond and assist. If you are seeking help and would like to speak to someone confidentially, you can make an appointment with a Mental Health Counselor on campus (contact information available at <http://stopsexualviolence.iu.edu/employee/confidential.html>). Find more information about sexual violence, including campus and community resources at <http://stopsexualviolence.iu.edu>.

Other resources:

- Online Employee Resources Page: <http://stopsexualviolence.iu.edu/employee/index.html>
- Online Employee FAQs: <http://stopsexualviolence.iu.edu/employee/employee-faq.html#faq1>

Education and Title VI

Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color, or national origin in programs or activities that receive Federal financial assistance.

Programs and activities that receive Federal financial assistance from the United States Department of Education must operate in a non-discriminatory manner. These may include, but are not limited to: admissions, recruitment, financial aid, academic programs, student treatment and services, counseling and guidance, discipline, classroom assignment, grading, vocational education, recreation, physical education, athletics, housing, and employment, if it affects those who are intended to benefit from the Federal funds. <http://www2.ed.gov/about/offices/list/ocr/docs/hq43e4.html>

Military Related Personnel Statement

IUPUI recognizes that National Guard Members, Reservists, veterans and active duty military personnel have special circumstances such as upcoming deployments, drill requirements, disabilities, and required veterans affairs health appointments. Students are encouraged to communicate any military related obligations that affect their educational pursuit, in advance if possible, to the instructor. The Office for Veteran and Military Personnel (OVMP) is committed to serving all the needs of our military related student population including but not limited to providing advice, guidance, advocacy, and services assisting in the transition from military life. If you are a student Veteran, National Guardsman, Reservists, Active Duty Member or a military dependent and need any assistance with your transition, please contact the OVMP by visiting the Campus Center, Room 268, emailing gibenefi@iupui.edu, or phoning 317-278-9163. Thank you for your service.

Grading G718 Research in Biomedical Science (Research Rotations)

- At the end of the rotation, the faculty mentor will provide a written evaluation of each student's accomplishments and development using the **Rotation Grade/Faculty Evaluation Form**.
- A copy of the faculty evaluation will be given to the student and filed in the student's record.
- The grade for the rotation will be based on performance in the official 8-week period.
- The grade will be assigned by the faculty member in whose laboratory the student performed the rotation.
- In assigning the grade, the faculty member will consider the overall performance of the student during this rotation. Factors to be weighted will include:
 - the level of commitment of the student (e.g. time devoted, reliability and conscientiousness, punctuality).
 - impressions of the student's abilities (self-reliance and independence, intellectual curiosity, communication skills).
 - the ability of this student to master the concepts of the research (scientific comprehension, intellectual involvement).
 - the ability of this student to conduct independent research (laboratory skills, ability to organize scientific data, record keeping, accuracy).
- The student will complete a confidential evaluation form **Student Evaluation of Faculty Form**.

Grade Assignment Guidelines

A+ or A	Student performed excellently in all four of the above areas.
A-	Overall, an excellent performance but with a minor concern in one area.
B+ or B or B-	A satisfactory performance in the laboratory rotation but faculty member has a significant concern in one area or minor concerns in >1 area.
C	An unsatisfactory performance due to significant concerns in at least 2 areas.
D or F	An unsatisfactory performance with significant concerns in several or all areas.

Notes

1. Grades of C and lower are not passing grades in graduate level courses.
2. In the first year, IBMG students are expected to:
 - a. Complete the full curriculum (G715, G716, G717, G718 [for 3 research rotations], G655 [1 cr version], and 6 credits from the IBMG spring modular course list);
 - b. Achieve grades of B (3.0) or better in all courses (**including G718**);
 - c. Maintain an average GPA of 3.00 or better; and,
 - d. Attend the *Nuts & Bolts* course (not for credit).
3. Excerpts from the IU Graduate School Rules:

Grade points are assigned at Indiana University according to the following scale, and grade point averages are computed taking into account any plus or minus accompanying a letter grade.

A+ or A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	0.7
C+	2.3	F	0.0

Ordinarily a minimum of a B (3.0) average in graduate work is required for continuance in graduate study, and for all graduate degrees. Courses completed with grades below C (2.0) are not counted toward degree requirements, but such grades will be counted in calculating a student's grade point average. Some departments may require an average grade in graduate courses higher than 3.0, while others may count no courses completed with grades below 3.0 toward degree requirements (see below and Program/Department rules). No work may be transferred from another institution unless the grade is a B (3.0) or higher.

G718 Research in Biomedical Science FAQs

Can a faculty member take more than one student in an individual rotation?

Yes, providing that:

- The faculty member is listed on the appropriate Ph.D. program's list of graduate faculty with lab openings (held by the IBMG program in the IUSM Graduate Division and updated frequently by the graduate program directors).
- All students communicating with the faculty member are aware of the total number of available permanent positions for graduate students in that lab for that cycle and the number of students doing rotations in that lab.
 - i.e. faculty and students operate with complete information.

Can a faculty member take a student for a rotation if that faculty member does not have upfront funding for the student?

Yes, providing that:

- The faculty member is listed on the appropriate Ph.D. program's list of graduate faculty with lab openings (held by the IBMG program in the IUSM Graduate Division). Because the fiscal responsibility for student support (after the first 12 months) lies with the individual Ph.D. programs, the programs have control over who they deem to be their available graduate faculty. The terms of these relationships varies from program to program.
- The faculty member must have facilities and funding for the research.
- All students communicating with the faculty member are aware of the funding situation.
- **Financial Obligation:** An IBMG student stipend will be paid by the IUSM Graduate Division through July 31st. Summer tuition and mandatory fees for the remainder of the student's graduate career will be the responsibility of the mentor and/or department/program for which the student enters.

Can a faculty member take a student for a rotation if that faculty member does not intend to take any students (or that student) for permanent assignments?

The Graduate Division discourages this practice. Such rotations may be useful to investigate possible co-mentorship options. However, such rotations should only be entered into when the student understands that the faculty member will not take the student as a full-time permanent assignment. The student should only make such a decision after full consultation with their academic advisors from the Ph.D. programs and the IUSM Graduate Division.

The course syllabus states that, towards the end of the rotation, the student give a lab meeting presentation or writes a short summary of their experience: Is this a requirement?

This is a formal requirement – It is a mechanism to provide summative experiences for the rotation to help the student and mentor consider the rotation experience. Copies of the summary or presentation will be submitted with the student's Faculty Evaluation Form.



Student Name _____
(First MI Last)

University ID _____
Can be found through One.IU

Faculty Mentor _____
(First MI Last)

Primary Department _____

FACULTY MENTOR AGREEMENT

Faculty – Please read and complete the following statement. Then, sign your signature on the appropriate line.

I, _____ representing the _____

Ph.D. Program will act as the faculty mentor for G718 Research in Biomedical Science lab rotation

1 2 3 beginning _____ and ending _____

I do do not have IU Graduate School faculty endorsement to chair a research committee for the

_____ Ph.D. Program, and I am am not on the open lab

list approved by the 9 Ph.D. Programs. I have _____ Permanent Lab Openings beginning in May.

By signing below the Faculty mentor, Ph.D. program, and primary department indicates an understanding of the potential financial obligation they will undertake if at the end of the year a commitment is made to train the student. This financial commitment includes payment of a stipend, tuition and mandatory fees, as well as health and dental insurance which is estimated at about \$41,723/year. The cost will go down once the student has completed coursework.

SIGNATURES

Student Signature & Printed Name

Date

Faculty Mentor Signature & Printed Name I understand and will honor the financial obligation stated above in addition to any program/department policy mandated by my Department Chair if I take this student in my laboratory at the end of the academic year.

Date

Ph.D. Advisor Signature & Printed Name I have read and understand the financial obligation above, and I affirm this faculty member is eligible to take students and should be added and/or remain on the Open Lab List at this time.

Date

Ph.D. Program Chair/Director Signature & Printed Name I have read and understand the financial obligation as stated above; if the faculty mentor takes the student permanently at the end of the academic year and at some point in the student's academic career is no longer able to support the above-named graduate student, I agree that my department/Program will be financially-responsible for supporting this student per an agreement with the faculty member.

Date

Faculty Mentor's Primary Department Chair Signature & Printed Name (if primary Department is not the relevant PhD Program Department) I have read and understand the financial obligation as stated above, if the faculty mentor takes the student permanently at the end of the academic year, I will submit a letter of agreement for financial responsibility.

Date

Return form MS 207. See the IUSM - Graduate Division for specific deadlines. Updated 8/2017.

For Office Use Only

Confirmed on OLL

Confirmed signatures

NOTES on back



INDIANA UNIVERSITY

SCHOOL OF MEDICINE

Graduate Division

**BioMedical Gateway (IBMG) Program
Rotation Grade/Faculty Evaluation—G718 Rotation Form**

Faculty member: Please fill out the following rotation evaluation for the named student, review with the named student, and return to the IUSM Graduate Division (Med Sci Room 207). Please note:

- The student MUST sign this form.
- The form should be delivered by the faculty or staff, NOT by the student.

Student Name _____

Lab Rotation Mentor Name _____

Ph.D. Program _____

Under consideration for this rotation

Semester/Dates _____

**Approximate # of hours spent
per week in lab** _____

Briefly describe the research project assigned for this rotation:

Describe the level of commitment of the student (e.g. time devoted, reliability and conscientiousness, punctuality):

Describe the student’s abilities (self-reliance and independence, intellectual curiosity, communication skills):

How well did the student master the concepts of the research (scientific comprehension, intellectual involvement)?

How well did the student conduct independent research (laboratory skills, ability to organize scientific data, record keeping, and accuracy)?

Achievements of note/Areas for improvement/Additional Comments (use back of page if necessary):

Assigned grade for this rotation: _____

**Is this a good fit
for your lab?**

Yes No

Faculty Signature

Date

I have discussed this report with the student.

Student Signature

Date

I have discussed this report with the faculty mentor.



BioMedical Gateway (IBMG) Program

Student Evaluation of Faculty & Self-Assessment–G718 Rotation Form

Student: Please fill out the following rotation evaluation for the named student and return to the IUSM Graduate Division.

Student Name _____

University ID _____

Can be found through One.IU

Lab Rotation Mentor Name _____

Ph.D. Program _____

Dates of Rotation _____

Approximate # of hours spent per week in lab _____

Briefly describe the research project assigned for this rotation:

Describe what you believe the goals and duties were for this rotation:

Describe what you accomplished.

Was the mentor available when you needed help?

Yes

No

Were you involved in lab activities, such as lab meetings and journal club?

Yes

No

If yes, please describe. If not, why not?

Were you involved in Department/program activities, such as seminars?

Yes

No

Briefly describe.

Did you meet with the mentor on a regular basis? If not, why?

Yes

No

Is the faculty's mentoring style one that you would want as a PI/mentor? Yes No

Have you learned something during this rotation about yourself, professional behavior, or the labor environment? Yes No

Will this change how you approach things differently with the next rotation or in your future lab? Yes No

How will you adapt or approach things differently? (briefly describe)

Additional comments

This form is confidential – it will not be shown to the faculty member unless you agree to disclosure.

Yes, the contents of this form can be disclosed.

No, the contents of this form should remain confidential in the IUSM Graduate Division files.

Student Signature

Date



Student Name _____

University ID _____

Can be found through One.IU

Faculty Mentor _____

(First MI Last)

University ID _____

Can be found through One.IU

Primary Department _____

Ph.D. Program _____

FACULTY MENTOR AGREEMENT

Faculty - Please read and complete the following statement. Then, sign your signature on the appropriate line.

I, _____ representing the _____ Ph.D. Program will act as the faculty mentor for _____ Beginning summer 20_____.

I [] do [] do not have IU Graduate School faculty endorsement to chair a research committee for the above Ph.D. Program, and I [] am [] am not on the open lab list approved by the nine Ph.D. Programs.

SIGNATURES ---- All signatures are required. Signatures indicate you fully understand the financial obligation for a student matriculating in your lab and department/program.

Financial Obligation: An IBMG student stipend will be paid by the IUSM Graduate Division through July 31st of the 1st year of graduate studies. Summer tuition and mandatory fees for the remainder of the student's graduate career will be the responsibility of the faculty mentor and/or department/program in which the student enters. This financial commitment includes payment of a stipend, tuition and mandatory fees, as well as health and dental insurance estimated at \$41,723/year. The cost will go down once the student has completed coursework.

The faculty member, chair of the program the student will be entering, and the faculty's primary chair department (if different) will need to be in agreement on financial responsibility if a faculty member is no longer able to support the student or leaves the institution. A letter outlining this agreement should be submitted if the mentor's primary department and student's Ph.D. program are different.

SIGNATURES

Student Signature & Printed Name _____ Date _____

Faculty Mentor Signature & Printed Name _____ Date _____

I understand and will honor the financial obligation stated above in addition to any program/department policy mandated by my Department Chair.

Ph.D. Advisor Signature & Printed Name _____ Date _____

I have read and understand the financial obligation above, and I affirm this faculty member is eligible to take students.

Dept Chair (or Med Neuro Executive Director) Signature & Printed Name _____ Date _____

of PhD Program Being Pursued
I have read and understand the financial obligation as stated above. If the faculty mentor is not a primary in my department, a letter of agreement for financial responsibility is attached.

Chair of Primary Department of Faculty Mentor Signature & Printed Name _____ Date _____

(if different from above)
I have read and understand the financial obligation as stated above, and a letter of agreement for financial responsibility is attached.

Return form MS 207. See the IUSM - Graduate Division for specific deadlines. Updated 8/2017.

For Office Use Only ___ Confirmed on OLL ___ Confirmed signatures NOTES on back