



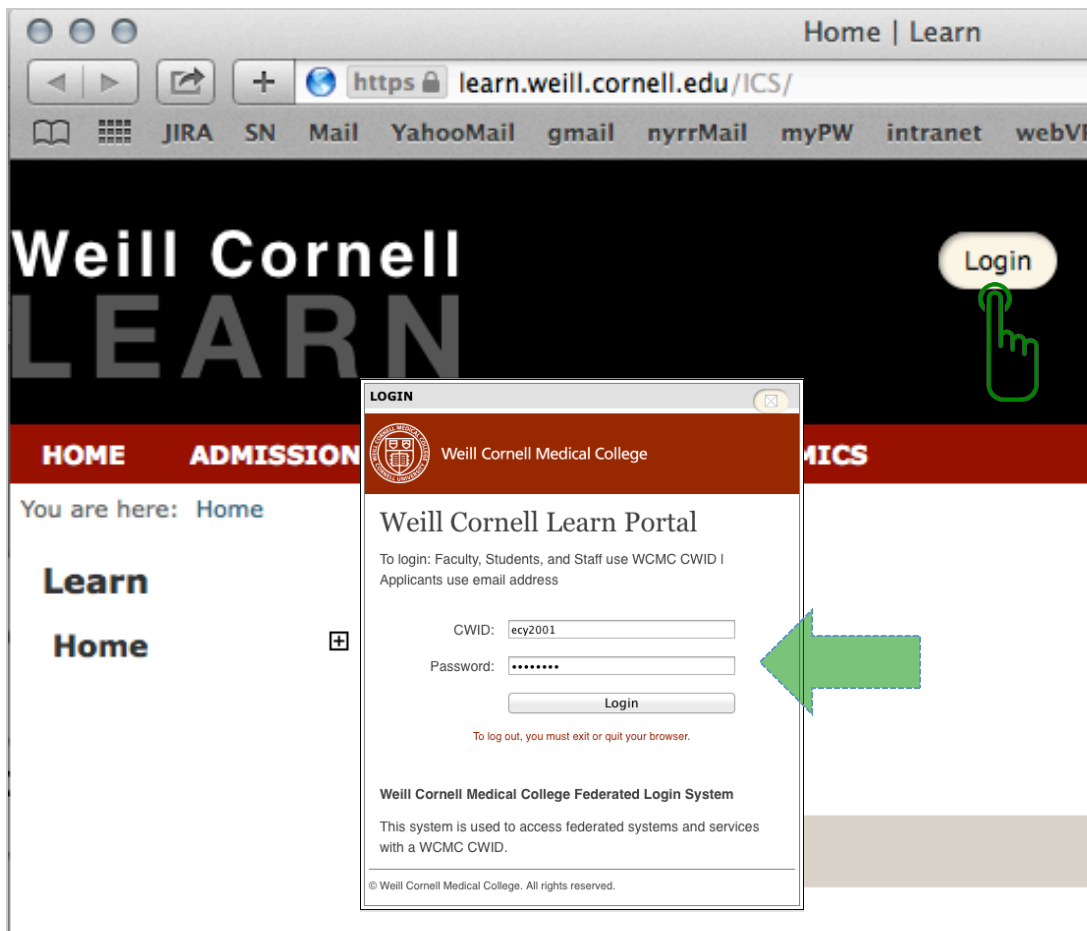
INSTRUCTIONS FOR STUDENT WCGS Laboratory Rotation Agreement Form

1 Introduction

Laboratory rotations are an important component of graduate training. They provide students the opportunity to experience different research projects and laboratories, thereby helping them to make a well-informed thesis laboratory selection. They also allow the faculty to assess the interests and aptitude of the student. To ensure that the rotations are valuable, it is important that **the student and faculty meet at the beginning of the rotation to discuss expectations, goals, requirements and laboratory guidelines.** To this end, this form must be completed by the student and rotation preceptor and submitted at the beginning of the rotation.

2 If you have not already done so, please register for a Laboratory Rotation that is associated with your Preceptor.

Login to LEARN Website - <https://learn.weill.cornell.edu/ICS>





Click on the Student tab

The screenshot shows the Weill Cornell LEARN website. At the top, there is a navigation bar with tabs for HOME, ADMISSIONS, CAMPUS LIFE, ACADEMICS, STUDENT, and MY PAGES. The STUDENT tab is highlighted in red and has a green hand cursor pointing to it. Below the navigation bar, the breadcrumb trail reads "You are here: Home". The main content area is divided into two columns. The left column has a "Learn" header and a "Home" link with a plus icon. Below this is a "Quick Links" section with a "My Pages" link. The right column has a "Learn" header and a "Campus Resources" section. Under "Campus Resources", there is a "Resources" sub-section with a link to "Weill Cornell Webmail" and a "Go to Main Screen" button.

Click on Registration

The screenshot shows the Weill Cornell LEARN website with the navigation bar. The breadcrumb trail reads "You are here: Student > Registration". The "STUDENT" tab is highlighted in red. The main content area is divided into two columns. The left column has a "Student" header and a list of links: "Student Home", "Registration" (with a plus icon), "Advising", and "Weill Cornell Student". A green hand cursor is pointing to the "Registration" link. Below this is a "Quick Links" section with a "My Pages" link. The right column has a "Registration" header and a "My Academic Information" section. Under "My Academic Information", there is a "DOCTOR OF PHILOSOPHY" section with a horizontal line below it. Below this, the text reads "Intended Majors: MD-PhD Program Physiology, Biophysics & Systems Biology".



Under Online Registration, click on Course Search

The screenshot shows the Weill Cornell LEARN portal interface. At the top, the user is identified as 'HEY THERE ERNIE TESTER (PERSONAL INFO)'. The navigation bar includes links for HOME, ADMISSIONS, CAMPUS LIFE, ACADEMICS, STUDENT, and MY PAGES. The breadcrumb trail indicates 'You are here: Student > Registration'.

The main content area is divided into several sections:

- Student**: Includes links for Student Home, Registration, Advising, and WCGS Student.
- Quick Links**: Includes a link for My Pages.
- Registration**: Contains 'My Academic Information' for a 'DOCTOR OF PHILOSOPHY' student, listing the 'Intended Majors' as 'MD-PhD Program Physiology, Biophysics & Systems Biology'.
- My Schedule**: Includes a link for 'Course Schedule for Ernie Tester'.
- Online Registration**: This section is highlighted with a green dashed box. It includes a 'Printer Friendly' icon, an 'Add/Drop' button, an alert message: 'Alert: The Add and Drop Period is closed but you may be able to add or drop one or more registrations.', and the 'Current Term: 2014-2015 Academic Year - Annual Add Period Closed / Drop Period Closed'. Below this, there are two buttons: 'Add/Drop Courses' and 'Course Search'. A green hand cursor icon is pointing at the 'Course Search' button.



3 Leave all fields as is. Select your Preceptor from the Faculty drop-down menu. Click Search.

The screenshot shows the Weill Cornell LEARN website interface. The top navigation bar includes links for HOME, ADMISSIONS, CAMPUS LIFE, ACADEMICS, STUDENT, and MY PAGES. The main content area is titled 'Registration' and 'Online Registration - Course Search'. The 'Course Search' section contains several dropdown menus and input fields for filtering search results, including Term, Department, Course Number Range, Title, Course Code, Division, and Time. A 'Faculty' dropdown menu is open, displaying a list of names. The name 'Tester, Julian' is highlighted in the list. A red arrow points to the 'Faculty' label, and a green hand icon points to the selected name. A 'Search' button is located below the dropdown menu. The footer of the page includes links for Privacy Policy, About Us, Contact Us, and Campus Directory.



4 Select your lab rotation then click on the Add Courses button.

Registration Printer Friendly

Online Registration - Results

[Add/Drop](#) > [Course Search](#) > Results

Search Results

Search Again Term: 2014-2015 Academic Year - Annual Division: All Search

Other previously selected search criteria still apply.

Add	Textbooks	Course Code	Name	Faculty	Seats Open	Status	Schedule	Credits	Begin Date	End Date
<input checked="" type="checkbox"/>		LROT 5006 38 WCM	Lab Rotation: Dr. Julian Tester	Tester, Julian	5/5	Open		0.00	7/1/2014	6/30/2015

Add Courses

You will find your CONFIRMATION MESSAGE at the bottom of the page right after adding the course.

Registration

Online Registration - Add/Drop Courses

[Add/Drop](#) > [Course Search](#) > [Results](#) > Add/Drop Courses

Add/Drop

Term: 2014-2015 Academic Year - Annual

The Add and Drop Period is closed but you may be able to add or drop one or more registrations. You are currently registered for **0 credits**.

Messages

LROT 5006 38 WCM - Successfully added to registration record.



5

Now that you have registered for your lab rotation, navigate to the Laboratory Agreement form. Click on "WCGS Student" located on the left-navigation bar. Then click on "Laboratory Rotation Agreement" link.



You are here: [Student](#) > [Registration](#)

Student

[Student Home](#)

[Registration](#)

[Advising](#)

[WCGS Student](#)

[Quick Links](#)

[My Pages](#)

Registration

Online Registration - Add/Drop Courses

[Add/Drop](#) > [Course Search](#) > [Results](#) > [Add/Drop Courses](#)

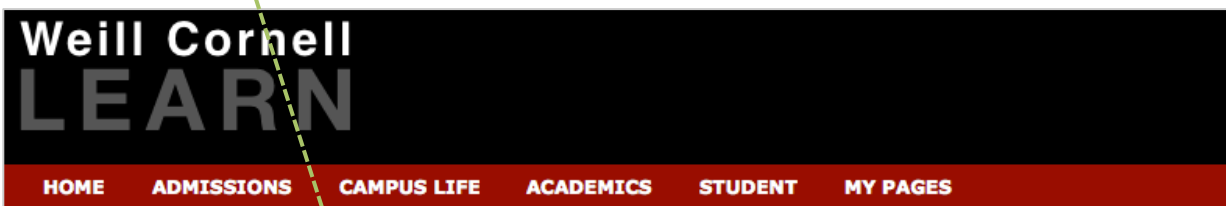
Add/Drop

Term: 2014-2015 Academic Year - Annual

The Add and Drop Period is closed but you may be able to add
You are currently registered for **0 credits**.

Messages

LROT 5006 38 WCM - Successfully added to registration record.



You are here: [Student](#) > [WCGS Student](#)

Student

[Student Home](#)

[Registration](#)

[Advising](#)

[WCGS Student](#)

[Quick Links](#)

[My Pages](#)

WCGS Student

WCGS Forms and Evaluations

[View Reports](#)

[Laboratory Rotation Agreement](#)

WCGS Document Review and Approval

[Review Documents](#)

You have **0 Documents** to review.



**Select your Laboratory Rotation Preceptor from the drop-down list.
- This list is auto generated from your laboratory rotation registration(s) of
previous and current laboratory rotation courses and associated preceptors.**

WCGS Forms and Evaluations

[View Reports](#)

Laboratory Rotation Agreement

Laboratory Rotation Agreement

Laboratory rotations are an important component of graduate training. They provide students the opportunity to experience different research projects and laboratories, thereby helping them to make a well-informed thesis laboratory selection. They also allow the faculty to assess the interests and aptitude of the student. To ensure that the rotations are valuable, it is important that the student and faculty meet at the beginning of the rotation to discuss expectations, goals, requirements and laboratory guidelines. To this end, this form must be completed by the student and rotation preceptor and submitted at the beginning of the rotation.

Student Information:

Student: Ernie Tester

Date started in WCGS: Jul 01, 2006

Program: Physiology, Biophysics & Systems Biology

Year in Program: 3rd Yr

Rotation Preceptor:

If you do not find your Preceptor listed in the drop-down below, please register for a Laboratory Rotation course first and return to this form.

Select your Laboratory Rotation Preceptor

✓
Julian Tester



**If you do not find your Preceptor listed in the drop-down list, please register for a
Laboratory course first or contact the Registrar's office:**

Registrar@med.cornell.edu



Fill-in the blanks and submit your form. Red asterisks (*) denotes required fields.

Laboratory Rotation Agreement

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Student Information:

Student: Ernie Tester Date started in WCGS: Jul 01, 2006
Program: Physiology, Biophysics & Systems Biology Year in Program: 3rd Yr

Rotation Preceptor:

If you do not find your Preceptor listed in the drop-down below, please register for a Laboratory Rotation course first and return to this form.

Select your Laboratory Rotation Preceptor Julian Tester

Your rotation preceptor is Julian Tester Preceptor Email ecy2002@med.cornell.edu
Preceptor ID 1008963 Lab Rotation Course Code LROT 5006 99 WCM
Lab Rotation Year 2015 Lab Rotation Term AN

Your rotation preceptor's information auto populates when you select from the drop-down.

Rotation Dates:

* From: (mm/dd/yyyy) * To: (mm/dd/yyyy)
03/09/2015 06/09/2015

Select 'From' and 'To' dates

* Describe the training goals for the rotation. (Questions to consider: What techniques will be learned? How will the student be exposed to the research in the lab (outside of their specific project) and the field in general? How will the rotation advance the student's technical and conceptual understanding in the field of study?)
Please DO NOT paste text directly from MS Word. Paste plain text only.

Calendar for June 2015 showing dates from Sun 31 to Sat 6.

Lorem ipsum dolor sit amet, qui idque audiam complectitur ut, id nibh nostrum necessitatibus sea, dico malorum urbanitas id ius. Qui in dicat ubique argumentum, veri detraxit expetenda has ea. An inani inciderint pro. Iuvaret facilis iracundia ad per. Ne his enim noluisse quaerendum.

If you would like to import from MS Word, Outlook etc... You may copy and Paste to notepad (Windows) or text pad (Mac).

* Describe the rotation project steps/tasks to be performed by the student, as well as any expected non-project laboratory obligations (e.g., lab meeting, journal club, laboratory upkeep, etc.):
Please DO NOT paste text directly from MS Word. Paste plain text only.

Lorem ipsum dolor sit amet, qui idque audiam complectitur ut, id nibh nostrum necessitatibus sea, dico malorum urbanitas id ius. Qui in dicat ubique argumentum, veri detraxit expetenda has ea. An inani inciderint pro. Iuvaret facilis iracundia ad per. Ne his enim noluisse quaerendum.

From there, copy and paste onto these essay fields.

* Who will directly supervise the student? Dr. Julian Tester
* Hours per week that the student is expected to be in the laboratory (e.g., 35) 35
* Were laboratory guidelines/policies (e.g. biohazards, lab notebook) explained to the student? Yes No

Submit Form



Upon submission of your form:

- **You will see the following confirmation message screen.**

WCGS Forms and Evaluations

You have successfully submitted your Laboratory Rotation Agreement form.

Your preceptor has been notified.

You will receive a confirmation E-mail once your Laboratory Agreement form is Approved.

Thank you for your submission.

6

When your Preceptor approves the form, you will receive a confirmation E-mail similar to the one below:

Dear "Your_Name",

Your Laboratory Rotation Agreement form has been approved.

Best,

Your "Rotation_Preceptor_Name"

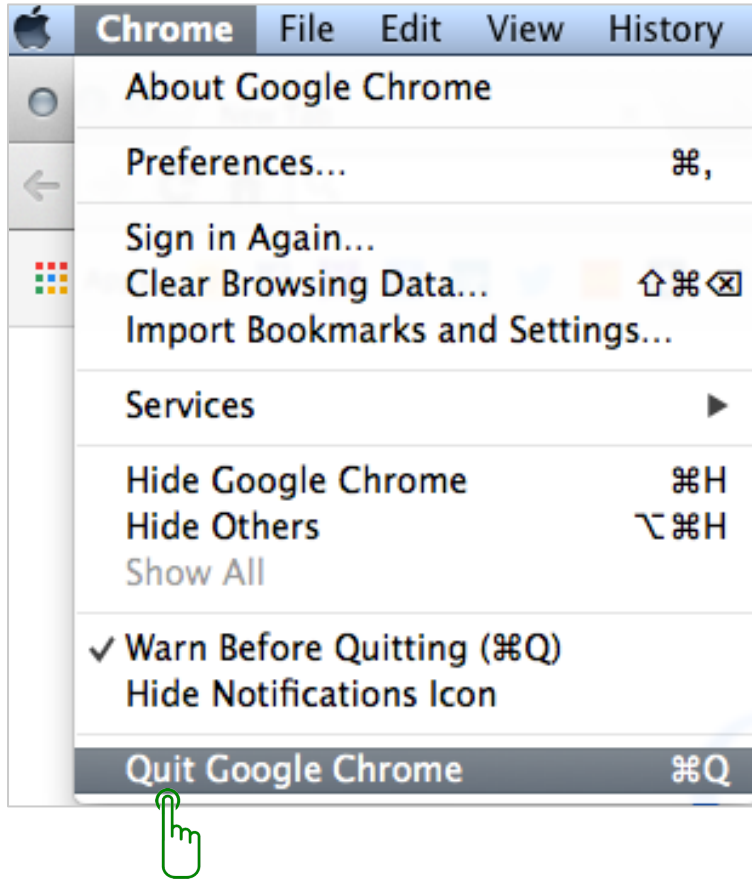


8 Logging out of LEARN

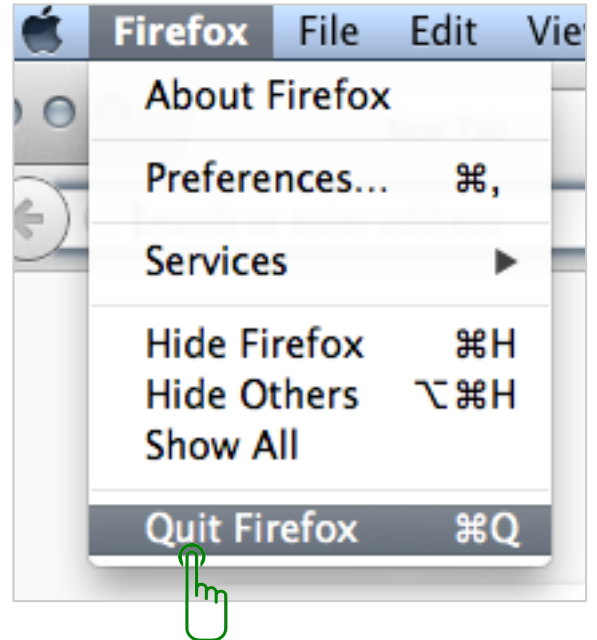
NOTE: There is NO logout button. You must QUIT your browser to logout. Simply closing your browser tab will not log you out; you must quit.

For browsers on a Mac:

Chrome



Firefox



Safari

