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

Click on Registration

Intended Majors:  MD-PhD Program
Physiology, Biophysics & Systems Biology
Under Online Registration, click on Course Search

Alert: The Add and Drop Period is closed but you may be able to add or drop one or more registrations.

Current Term: 2014-2015 Academic Year - Annual
Add Period Closed / Drop Period Closed
Leave all fields as is. Select your Preceptor from the Faculty drop-down menu. Click Search.
4 Select your lab rotation then click on the Add Courses button.

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

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#### 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

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

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

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.

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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.

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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.

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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"
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