

## ROTATION REQUEST FORM

### Instructions:

Complete the form below and meet with your advisor to discuss your rotation preferences. This form is available as a fillable electronic document and may be emailed to your advisor for signature. Please note that a completed form must be submitted prior to each rotation period. Submission deadlines are listed at the bottom of the form.

### Rotation Request forms due before each rotation period as follows:

- **Rotation 1: Monday September 22<sup>nd</sup>, 2025**
- **Rotation 2: Friday December 12<sup>th</sup>, 2025**
- **Rotation 3: Friday March 6<sup>th</sup>, 2026**

For a full rotation schedule and program overview, refer to the section following this form.

Please feel free to contact Marianne Arcoraci should you have any questions.

[marianne\\_arcoraci@URMC.rochester.edu](mailto:marianne_arcoraci@URMC.rochester.edu)

(585) 275-3417

Room 3-8529

<b>Date:</b>	
<b>Name:</b>	
<b>Program:</b>	
<b>Rotation Period</b>	

**Students should enter the names of faculty they want to do rotations with in order by preference :**

<b>1.)</b>	
<b>2.)</b>	
<b>3.)</b>	

<b>Advisor Signature</b>	
<b>Name</b>	
<b>Date</b>	

# PhD Student Laboratory Rotations & Permanent Lab Selection

## Overview & Timeline

### I. Purpose

To assist PhD students in exploring their research interests and identifying a primary research mentor, all students are required to complete three laboratory rotations. Each rotation lasts approximately 8 to 10 weeks.

### II. Rotation Schedule

The three rotations are scheduled as follows:

- Rotation 1: October 1 – December 15
- Rotation 2: January 1 – March 15
- Rotation 3: March 16 – May 31

### III. Pre-Rotation Requirements – Submit Rotation Request Form

**Students must submit the Rotation Request Form to the Graduate Coordinator by September 22, 2025.** This form asks students to list up to three faculty members they would like to rotate with, in ranked order. Before submitting this form, PhD students must meet with their first-year advisors to review their selections. Be sure to allow enough time in case your advisor does not approve your initial choices and you need to contact other faculty. The advisor's signature is required at the bottom of the form.

After all forms are received, the Graduate Coordinator will reach out to the selected faculty to confirm availability. Students may be placed with their second or third choices, but are encouraged to revisit their preferred faculty in later rotations.

**Faculty Research Presentations:** To identify potential mentors, attend Faculty Research Presentations held Mondays (1:30–3:30 PM) and Wednesdays (12–2 PM) from August 25 through September 22. A detailed schedule will be provided once finalized.

Students should also explore faculty research through the following links:

- [Biochemistry \(BMB\) Program Faculty](#)
- [Biophysics and Structural Biology \(BSCB\) Program Faculty](#)
- Affiliated Departments: [Biology](#), [Chemistry](#), [Microbiology and Immunology](#)

Students are encouraged to contact faculty directly to discuss rotation opportunities.

### IV. Post-Rotation Requirements: Evaluations & Reports

Post-rotation evaluations & rotations are due one week after the rotation ends. If an extension is needed, students must email the Graduate Coordinator. Both students and faculty are required to complete evaluation forms and email them to the Graduate Coordinator. Forms can be accessed via the [GEPA Laboratory Rotations website](#): Evaluations are filed and forwarded to the Graduate Studies Office to meet the first-year progress report requirement.

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BMB students must write a rotation report, obtain PI approval, and email to the Graduate Coordinator ([marianne\\_arcoraci@URMC.rochester.edu](mailto:marianne_arcoraci@URMC.rochester.edu)). Students should allow time for revisions and refer to the BMB Handbook for formatting guidance. For report expectations guidance visit the [BMB handbook](#).

**BSCB students** should consult with their PI regarding specific reporting expectations.

## V. Vacations & Holidays

Graduate students are expected to remain on campus and continue lab work during semester breaks and university holidays.

## VI. First-Year Rotations Timeline

For more detailed guidance on lab selection, advisor expectations, and mentoring practices, students should consult the SMD PhD Programs Translational Biomedical Science Student Handbook.

## VII. Joining a Lab

After completing the third rotation, students should contact the faculty member whose lab they are interested in joining to discuss the possibility of joining their lab permanently.

## VIII. Final Lab Selection

Students must submit their final lab selection to the Graduate Coordinator by May 15 of their first year.

## IX. Lab Assignment Confirmation

Once selections are submitted, the Graduate Coordinator will confirm with the faculty to finalize placement. Students will begin working in their permanent lab starting June 1.

## X. Note to BSCB Students

BSCB students should note that their final rotation ends earlier to allow time for first-year exam preparation. After completing the exam, typically during the first week of June, students will begin in their permanent labs.