**TIGP - CBMB**

**Laboratory Rotation Application Form**

*The application form should be submitted to the office one week before the rotation starts.*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Student Information | | | | | | | |
| Name | | |  | | | | |
| Enrolled Semester | | |  | | | | |
| Student ID Number | | |  | | | | |
| Phone Number | | |  | | | | |
| Email | | |  | | | | |
| Registered Department and University | | | 🞏NTU IBS 🞏NTU DGP  🞏NTHU CHEM 🞏NTHU LS | | | | |
| Rotation Period | | 🞏 First Rotation (required)  🞏 Second Rotation (required)  🞏 Third Rotation (optional) | | | | | |
| Time | | (YYYY/MM/DD-YYYY/MM/DD) | | | | | |
| Lab Phone Number | |  | | | | | |
| Lab Supervisor | |  | | Supervisor’s  Signature | |  | |
| Student’s  Signature | |  | | Submitted Date | |  | |
| TIGP CBMB  Office Only | 🞏Laboratory Rotation Application Form  🞏Laboratory Rotation Confirmation Form  (🞏First Rotation 🞏Second Rotation 🞏Third Rotation) | | | | CBMB Secretary | |  |
| CBMB Coordinator | |  |

**TIGP - CBMB**

**Laboratory Rotation Confirmation Form**

Preamble:

The purpose of lab rotations is to help students identify a lab to conduct research. The lab supervisor should make sure he/she has sufficient faculty points to take students, and that he/she has budget to support student stipends (starting from the third year of student’s study) before taking an individual for a laboratory rotation. It is the lab supervisor’s responsibility to ensure students can conduct research in a professional, safe and positive environment. A lab supervisor can only take one rotation student at a time. This confirmation should be sent to the Program Office one week before the student starts the rotation.

To improve the lab rotation experience, please discuss the following objectives of each rotation with your research mentor and the rotation student that generally include the following:

1. To acquaint students with potential dissertation mentors. Students will:
2. Receive a briefing on the research focus of the laboratory from the PI
3. Receive research papers to read and discuss with the PI and research mentor during the rotation
4. To introduce students to the conduct of laboratory research. Students will:
5. Conduct a research study with the goal of understanding the basis for the hypothesis being tested and the general approach to test the hypothesis, under the guidance of the research mentor
6. Participate in group or laboratory meetings required by the PI
7. To acquire skills in diverse laboratory techniques. Students will:
8. Learn techniques (theory, limitations, etc) associated with the rotation project by collaborating with a research mentor (e.g. a graduate student, postdoctoral trainee and/or technician)
9. Conduct laboratory research under the guidance of the research mentor
10. PIs will encourage students to present their lab rotation project in an informal venue (e.g. talk at a lab meeting) at end of the rotation
11. Evaluation of Laboratory Rotations.
12. Within one week upon completion of a rotation, a summary report along with Turnitin annotation and an evaluation form will be submitted to the PI. The report should contain clear descriptions of the research topic, scope of the research project, experimental design, results, discussion, and references. With confirmation from the lab supervisor, the student can submit a one-page report with a brief rotation experience.
13. The PI will submit an evaluation form to CBMB Program Office within one week upon receiving the student’s report. In addition, students are required to complete an evaluation of each laboratory rotation. Failure to submit timely evaluations will result in an incomplete grade for the course.
14. All CBMB faculty can apply to have the rotation evaluation form of a specific rotation. The student can apply to have his/her rotation evaluation form after he/she finished the rotation. The lab supervisor cannot reject sharing the evaluations and comments without a strong reasoning.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_( PI name), have read and gone through items listed in this document, and have agreed to take \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Student name) for rotation from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(YYYY/MM/DD) to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(YYYY/MM/DD). I will submit an evaluation form with clear comments regarding the student’s performance in the lab to the Program Office within one week after receiving student’s report. I will ensure the student is properly guided by me and the research mentor I assign to mentor the student.

Signature of Lab Supervisor: Date: