

PMCB Pre-Lab Rotation Form

Mentor Name:

Primary Admin Dept.:

Phone:

Email:

Basic Science Dept. Affiliation: BMB CDB MMI CANB BME MMG PH2
Mark all that apply

Student Name:

ID#:

Rotation mentors must be Graduate Faculty and have an appointment within PMCB. Students will spend a minimum of 10 weeks in each rotation. The rotation is an opportunity to determine if the lab is a good 'fit' for both mentor and the student. Students are allowed 3 rotations and must choose a mentor and department by June 30th.

Student's Check One: This is my 1st Rotation 2nd Rotation 3rd Rotation

MENTOR: CHECK ONE

- I definitely will have funding to support this student starting July 1st, 2015.
- My future funding is uncertain at this time. I have a grant pending.
- I will not have funding, but my department has agreed to support this student for ____ years.
- I will not have funding to support this student.

Please provide a brief description of the project the student will be working on during their rotation:

Mentor _____ Date _____

First Year
Advisor _____ Date _____

Student _____ Date _____

Mentor's PMCB Appointment Verified

PMCB Director's Approval Verified

Information for PMCB Rotation Mentors

Program Leadership

- Director: Cheryl Maslen, PhD maslenc@ohsu.edu
- Administrative Coordinator: Crystal Paredes paredes@ohsu.edu / pmcb@ohsu.edu

PhD Advising

Upon Admission students are assigned a first year faculty advisor. Typically the advisor is from the department the student appears to have the most initial interest. These advisors are expected to do the following:

- Meet with the student during orientation to discuss academic goals.
- Meet with the student at least once each term.
- Review and advise regarding rotation decisions, course choices & registration.
- Review the student's academic record and rotation performance evaluations at the end of each term.
- Promptly meet with students placed on academic probation to formulate a plan for amelioration.
- Report any concerns to the PMCB Director.

Mentors are encouraged to contact the student's academic advisor at any time as needed.

Program Expectations and Requirements

Students are bound by the PMCB program requirements, their department requirements and the Graduate Studies By-Laws. Listed below are the items particularly relevant while they are in your lab.

- Students are expected to attend all required PMCB Courses & Journal Clubs.
- Students are expected to attend all PMCB Seminars.
- Students are expected to join a thesis lab after 3 lab rotations.

Funding

PMCB Students are funded by PMCB during their first year of Graduate School. At the end of their first year and/or successful completion of 3 research rotations, students select a faculty member to serve as their thesis mentor and join one of the basic science departments. Funding responsibility is then transferred to the student's PI. Financial responsibilities include: Tuition, Health & Dental Insurance, University Fees & Annual Stipend. Should the PI lose funding, the default is as follows: 1)PI, 2)PI's Primary Administrative Unit, 3)Student's Graduate Studies Department, 4)SoM

Expectations of students while in lab rotations

- The student & mentor will complete & submit a Pre-Lab Rotation Form PMCB Coordinator for approval a minimum of 2 weeks prior to the term.
- Students are expected to spend a minimum of 3 hours for every research credit hour per week in the lab. For example, if a student is registered for 8 credits of research, they should spend a minimum of 24 hours a week engaged in lab activities.
- Students are expected to attend all lab meetings.
- Students will complete a written Rotation Evaluation at the end of the term that may be shared with advisors, program directors and Qualifying Exam Committee members.

Expectations of mentors who accept a PMCB rotation student

- Have both a Graduate Faculty and PMCB Appointment.
- Understand funding expectations & responsibilities.
- Clearly communicate rotation project & expectations to the student.
- Serve as a partner in collaboration with the student by providing project support, guidance and coaching.
- Include students in research discussions that may benefit the project they are working on.
- Initiate interaction with the student as often as possible.
- Meet with the student one-on-one as needed.
- Lead students to develop new ways to approach problems.
- Discuss academic and professional paths.
- Complete a written Rotation Evaluation at the term that will be reviewed with the student and shared with their academic advisor and the PMCB Steering Committee.