

## Laboratory Rotations and Final Placement in a Thesis Laboratory

**(1) Rotation assignments are based on student preferences.**

The CCB Graduate Staff Advisor will make every effort to give students their top choices and will confirm each placement with each faculty before finalizing them. Faculty have the right to decline accepting a rotation student in their lab. When demand for particular labs exceeds available slots, every effort will be made to equalize among the students the number of times they are assigned one of their top choices. Rotations may be arranged with non-CCB faculty, including faculty at UCSF, but should be limited to one of the three rotations. It is also preferred that the first rotation take place in a CCB lab, unless there are scheduling conflicts (such as faculty sabbaticals, etc)

**(2) The rotation periods provide an opportunity to experience, in depth, three different research environments.**

Because each of the student's three choices for a rotation represents a potential laboratory in which they might pursue their doctoral dissertation research, they should keep an open mind at all times. While students are free to express their interest in any particular laboratory at any time, it is not permissible for them to seek a firm commitment about a position in a laboratory prior to the completion of all three rotations. Likewise, it is inappropriate for faculty to make a firm commitment to any student prior to the completion of all three rotation periods.

**(3) A faculty member may not accept more than two CCB students per rotation period and no more than two students into their laboratory in any given year.**

This provision serves two purposes. First, it avoids crowding in any given laboratory and thereby helps ensure that each entering class of graduate students has potential access to all laboratories in the department. Second, the graduate program at large benefits by achieving a reasonable distribution of students among the various available laboratories.

**(4) Grades are based upon an average of all three Faculty evaluations.**

Faculty are required to submit evaluations and grades for each rotation within a month of the end of the rotation being evaluated. (Faculty who do not submit grades within the proscribed time may not be allowed to participate in the following rotations).

**(5) Upon completion of the rotations, it is the student's responsibility to secure a position in a thesis laboratory.**

Following the end of the third rotation, student will be given a one-week period in which it is essential that they talk, in person, with each faculty member whose laboratory they have a serious interest in pursuing their doctoral dissertation research. In addition to exploring likely thesis projects, students should explicitly discuss the likelihood of space being available for them in the laboratory, because several other students may be interested in the same laboratory. Given the level of student interest, or other circumstances, the faculty member may not be able to accommodate a student in his or her group. For these reasons, it is clearly in the student's best interest to thoroughly explore all of their options for thesis laboratory placement. The aim of these discussions is for the student to narrow their choice to one faculty member and obtain a firm commitment from him or her. A form will be provided on which students are to indicate their thesis laboratory and which the faculty member must certify by his or her signature. The completed form must be filed with the CCB Graduate Staff Advisor by the deadline set by the CCB Graduate Staff Advisor.

**(6) If necessary, an additional (fourth) rotation can be arranged.**

Occasionally, it is not possible for a student to arrange a match with one of the three rotation laboratories for a variety of reasons that do not necessarily reflect on the quality of his or her performance in the program. Any student who is unable to secure final placement in one of the three laboratories in which he or she conducted a rotation should arrange for a fourth rotation. This should be accomplished by exactly the same procedure described above and should indicate, on the same form, in which laboratory a fourth rotation will be conducted, as certified by signature of the faculty mentor. Almost invariably, fourth rotations provide permanent homes for thesis research and should be approached by both faculty and student with this in mind.

**(7) If there are any concerns about the above procedures, please feel free to contact the Computational Biology Graduate Group Graduate Staff Advisor**

The Computational Biology Graduate Program is keenly interested in assisting each and every student in finding an appropriate laboratory for thesis research. Any student who is having difficulty securing placement in a final thesis laboratory or a fourth rotation laboratory should consult immediately with the Computational Biology Graduate Group Graduate Staff Advisor or the Head Graduate Advisor.