EMORY UNIVERSITY | Dep

CHEM 504: Rotations

Meeting times: Not Applicable
Instructor of Record: Director of Graduate Studies (DGS)
Credit hours: 3 hours

Course Description

Chem 504 is the course listing to reflect your efforts in the research rotation program. Rotations are short experiences in Emory research groups for the benefit of first year scholars. The rotation program is intended to acquaint scholars with the research and resources of the Department before they choose a research home for pursuing their PhD. Additionally, rotations allow faculty mentors to assess how well scholars integrate into their research teams and evaluate students for possible membership in their research group. All scholars are required to complete three rotations before joining a research group.

Please review Section II, Article 2 of the Chemistry Graduate Program Handbook for more information.

Timeline

EXPLORATION PERIOD (AUGUST 28 – SEPTEMBER 18)

Students are provided with a calendar of group activities. Students may attend any of the activities listed in the calendar but are required to attend at least 7 events from separate lab groups.

SUBMISSION OF ROTATION PREFERENCES (SEPTEMBER 19 @ 8AM)

Students submit three unranked rotation choices to the Graduate Program Coordinator on the Group Exploration Period form. Faculty will have an opportunity to review the names of all scholars who have requested a rotation in their lab and indicate their response to the request to the DGS.

ROTATION ASSIGNMENTS AND NOTIFICATION (SEPTEMBER 20)

Scholars are advised of the faculty response to rotation requests and receive a rotation schedule. Scholars who fall short of the required three rotations will be required to meet with the DGS to discuss their options and work to secure three rotation placements.

ROTATIONS (DATES BELOW)

Students speak with each rotation mentor to discuss their rotation effort. Students should review the chemistry handbook for information on rotation logistics and etiquette and changes to rotation placements. The dates of the individual rotations are:

Rotation 1 (**September 23 – October 11**)

Rotation 2 (**October 14 – November 1**)

Rotation 3 (**November 4 – November 22**)

DISCUSSION AND DISCERNMENT PERIOD (NOVEMBER 25 – DECEMBER 2)

Students meet with their rotation advisors during this time with the goal of finalizing their group selection. Faculty and scholars are encouraged to be candid about their goals during this period. However, group assignment is only finalized after the DGS has reviewed all the faculty commitments and the mentor/mentee agreement is filed.

GROUP SELECTION DEADLINE (DECEMBER 2)

Group selection should be emailed to the graduate program coordinator with a CC to the intended primary research mentor. The email should be prefaced with a firm commitment between student and primary research mentor.

MENTOR/MENTEE AGREEMENT DUE (DECEMBER 6)

The Mentor/Mentee agreement is available on the Path to the PhD page of the chemistry website. Group selection is not considered complete until this agreement is signed by the primary research mentor and the student.

Grading

Chem 504 is graded on an S / U scale.

OVERALL GRADING CRITERIA

Satisfactory – Students who successfully complete all student responsibilities for CHEM 504 will receive an “S” grade.

Unsatisfactory - Students that do not complete all student responsibilities for CHEM 504 may receive a “U” grade.

GRADING CRITERIA FOR INDIVIDUAL ROTATIONS

Rotation advisors will be asked to provide an assessment of student effort on an S / U scale at the conclusion of each rotation in accordance with the grading criteria above. The mentor for each rotation should advise the student of specific requirements for satisfactory completion of the rotation; these requirements must align with the guidelines for successful rotations. If a “U” grade is assigned, the mentor will be required to provide comments addressed to the student to justify the “U” grade.

Attendance

Students are expected to attend all exploration and rotation activities in person. Remote work during a rotation placement may be permitted at the discretion of the rotation advisor. Students should speak with the DGS (for the exploration period) or rotation advisor concerning absences. Extended absences from exploration and rotation activities may result in a "U" grade for the course.

Course Goals

The goal of the rotations course is for students to explore research opportunities within the graduate program and, ultimately, join a lab where they may complete effort relevant to the attainment of the PhD. In the case a student does not join a lab group, they may be given the option to re-enroll in CHEM 504 and to complete additional rotations in the Spring semester.

Student Responsibilities

Each student enrolled in CHEM 504 should:

- Participate fully in the exploration period;
- Be an active participant in each rotation (receiving an "S" grade for the rotation);
- Complete assignments or projects that are assigned in each rotation;
- Complete a mentor/mentee agreement at the conclusion of rotations;
- Adhere to all expectations for rotation logistics and etiquette.

Rotation Advisor Responsibilities

Each rotation advisor should:

- Advertise at least one activity during the Exploration Period and provide a signature to students who participate;
- Accept rotators in all rotation periods (or, advise the DGS of any conflicts or operational needs before the start of the Exploration Period);

- Provide rotators with an overview of day-to-day lab practices and procedures as well as long term goals;
- Provide an overview of research opportunities available in the rotation group;
- Provide a rotation grade to each rotation participant in a timely manner (at the end of the rotation) and provide comments for "U" grades;
- Be open and honest concerning the number of students they intend to accept and their funding situation.

Other Requirements and Policies

Summer rotation policy: Students who completed a summer rotation in the semester immediately preceding enrollment in CHEM 504 have two options for the fall semester: (1) Request to repeat a rotation in the same group pending available space; (2) Select three new rotation advisors, completing a total of four rotations. Students enrolled during summer may not skip a fall rotation.

Change of rotation policy: A student may change their choice of the second and/or third rotation group during an earlier rotation. The student should discuss the intended change with the new rotation advisor and obtain their approval for the change in writing. The student should then submit a petition to the graduate program stating the reasons for the requested change and including the correspondence with the new proposed rotation advisor.

The DGS will discuss the petition with the new intended rotation advisor and advise the scholar of the outcome. Requests to switch to any advisor participating in rotations and supported by the intended advisor will generally be approved. Upon approval of a changed rotation schedule, the scholar is expected to confirm with the new rotation advisor. The scholar is also expected to inform the previous rotation advisor of their decision to change their rotation schedule and to thank them for their engagement. This may be completed via email or in person.

Concerns and grievances: Any student may schedule a meeting with any member of the graduate team to discuss a concern or grievance they may experience. Students may also submit a formal grievance to the graduate committee. Please visit Section VI, Article 2 of the Chemistry Graduate Program Handbook for more information.

Accessibility: As the instructor of this course, I endeavor to provide an inclusive learning environment. I want every student to succeed. The Department of Accessibility Services (DAS) works with students who have disabilities to provide reasonable accommodations. It is your responsibility to request accommodations. In order to receive consideration for reasonable accommodations, you must register with the DAS at https://accessibility.emory.edu/students/. Accommodations cannot be retroactively applied so you need to contact DAS as early as possible and contact me as early as possible in the semester to discuss the plan for implementation of your accommodations. For additional information about accessibility and accommodations, please contact the DAS at (404) 727-9877 or accessibility@emory.edu.

Academic Integrity: You are expected to uphold and cooperate in maintaining academic integrity as a member of the Laney Graduate School. By taking this course, you affirm your commitment to the Laney Graduate School Honor Code, which you can find in the Laney Graduate School Handbook. You should ensure that you are familiar with the rights and responsibilities of members of our academic community and with policies that apply to students as members of our academic community. Any individual, when they suspect that an offense of academic misconduct has occurred, shall report this suspected breach to the appropriate Director of Graduate Studies, Program Director, or Dean of the Laney Graduate School. If an allegation is reported to a Director of Graduate Studies or a Program Director, they are in turn required to report the allegation to the Dean of Laney Graduate School.