EMORY UNIVERSITY | Dep

CHEM 504: Rotations

Meeting times: Not Applicable
Instructor of Record: Director of Graduate Studies (DGS)
Credit hours: 3 hours
Last revised: 11/26/2025

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.

The instructor reserves the right to make changes to this syllabus to promote the achievement of the key learning goals for the course.

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

Timeline

EXPLORATION PERIOD (ORIENTATION – SEPTEMBER 5)

Students are provided with a calendar of faculty research talks and are required to attend all talks. Students have the option of attending research group meetings or lab tours offered during this time to further their engagement with labs of interest. The graduate program will also offer orientation activities to familiarize students with the rotation process.

SUBMISSION OF ROTATION PREFERENCES (SEPTEMBER 9 @ 8AM)

Students submit three unranked rotation choices to the Graduate Program Coordinator via the Rotation Selection Form available on the Path to the PhD page of the chemistry website. 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. Faculty responses are due no later than **SEPTEMBER 10 @ 8AM**.

ROTATION ASSIGNMENTS AND NOTIFICATION (SEPTEMBER 12)

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 15– OCTOBER 3**)

Rotation 2 (**OCTOBER 6 – OCTOBER 24**)

Rotation 3 (**OCTOBER 27 – NOVEMBER 14**)

DISCUSSION AND DISCERNMENT PERIOD (NOVEMBER 17 – NOVEMBER 21)

Students and faculty may begin discussion of their plans regarding the matching process. Students are required to meet with any faculty member who they will list as a potential match. Faculty and scholars are encouraged to be candid about their goals during this period. However, group assignment is only finalized after review by the matching committee (consisting, minimally, of the Chair, a member of the finance team, and a member of the graduate administrative team.)

GROUP MATCHING REQUEST DEADLINE (NOVEMBER 24 @ 8AM)

Students submit ranked matching requests via the Matching Request Form available on the Path to the PhD page of the chemistry website. Chemistry faculty submit their rankings directly to the graduate program coordinator. Both students and faculty have the option of a "N/A" ranking for a specific group and/or student. Rankings will be kept private.

GROUP MATCHING FINALIZED (DECEMBER 1)

*Students and faculty will be advised of final matches. Students must submit a signed Mentor/Mentee agreement by **December 3, 2025**, before beginning work in the group. The Mentor/Mentee agreement is available on the Path to the PhD page of the chemistry website.*

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. The primary requirement for an "S" grade is to join a research group.

Unsatisfactory - Students that do not complete all student responsibilities for CHEM 504 may receive a "U" grade. Students who do not join a research group at the end of the fall semester will 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. Grade rosters for each student will be made available to all rotation advisors at the conclusion of rotations.

Attendance

Students are expected to attend all 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.

Additional Rotation Option (Spring 2026)

Students who do not join a chemistry research group by the end of Fall 2025 must re-enroll in CHEM 504 for Spring 2026. These students will complete one or more additional rotations to continue exploring research opportunities and ultimately match with a research group.

The additional rotations are more flexible than the first three rotations which were highly structured. For example, one may match with a research group by:

- Discussing mutual research interests with an advisor and joining their group before the Fall grading deadline by reaching an agreement with a faculty member with capacity to take on additional students
- Re-enrolling in CHEM 504 for Spring 2026, completing an additional rotation in a lab, and subsequently matching.

Regardless of the path toward matching, students must secure a research group and submit a signed Mentor/Mentee Agreement by **May 14, 2026** to earn a satisfactory ("S") grade. Failure to meet this deadline will result in an unsatisfactory ("U") grade and may lead to probation or recommendation for discontinuation from the Chemistry PhD program in accordance with the Chemistry Graduate Program Handbook.

Student Responsibilities

Each student enrolled in CHEM 504 should:

- Participate fully in the exploration period including attendance at all faculty research presentations;
- Be an active participant in each rotation (with the goal of receiving an "S" grade for the rotation);
- Complete assignments or projects that are assigned in each rotation;
- Submit rotation matching preferences;
- 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:

- Communicate a rotation target for review and approval and recruit within this approved target;
- Present a 10-minute faculty research talk followed by a 10-minute Q&A;
- Accept a roster of rotators no larger than three times the rotation target plus three;
- Accept rotators in all rotation periods (or, advise the DGS of any conflicts or operational needs before the start of the Exploration Period);
- Only accept rotators whom they are willing to consider for placement in their group;

- 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 clear expectations for participation during the rotation period;
- 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

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: All participants in rotations 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.