



## Laboratory Rotations and Final Placement in a Thesis Laboratory

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

Faculty preferences will not be considered when making rotation assignments. The first year advisors will make every effort to give students their top choices. 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 faculty of non-MCB departments. However, the rotation mentor must hold a faculty appointment on the Berkeley campus.

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

Because each of your three choices for a rotation represents a potential laboratory in which you might pursue your doctoral dissertation research, you should keep an open mind at all times. While you are free to express your interest in any particular laboratory at any time, it is not permissible for you to seek a firm commitment about a position in a laboratory prior to the completion of all three of your 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 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 will not be allowed to participate in the following rotations as per CCDH meeting minutes of 6/2/03)

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

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

**(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.

**(7) If you have any concerns about the above procedures, please feel free to contact any member of the Committee of First-Year Advisors.**

The Committee of First-Year Advisors 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 his or her advisor and/or any member of the Committee of First-Year Advisors.