

**IBMS 5008**  
**Laboratory Rotations**  
**Fall 2020**

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**CLASS DAYS and TIME:** Variable as determined by the faculty mentors

**CLASSROOM:** Variable as determined by the faculty mentors

**COURSE DIRECTOR:** P. Renee Yew, Ph.D.

**OFFICE LOCATION and HOURS:** By appointment, STRF 261.2

**EMAIL:** yew@uthscsa.edu

**TELEPHONE:** 210-562-4150

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**READ THIS DOCUMENT CAREFULLY - YOU ARE RESPONSIBLE FOR ITS CONTENTS.**

### **OVERVIEW AND OBJECTIVES**

**One of the main goals of first year IBMS PhD students** is to identify suitable Dissertation Mentors/Supervising Professors and laboratories for pursuing their doctoral studies. Therefore, laboratory rotations are required in order to acquaint students with the variety of research topics studied by faculty members in the IBMS Graduate Program, and to allow students first-hand exposure to areas of research that they may wish to pursue. In addition, laboratory rotations allow students the opportunity to explore the laboratory environments created by potential faculty mentors (and their laboratory personnel) in order to assess compatibility. Conversely, faculty members who serve as rotation advisors have an opportunity to evaluate students wishing to do their PhD research in their laboratories. Given the limited time of each laboratory rotation, no one expects the research performed to be of such significance as to result in publication, but the experience should give the students an understanding of future expectations, and exposure to new experimental strategies and methodologies that may prove useful in the students' eventual dissertation research projects.

**Choice of rotation laboratories**, made via the **IMPACT website** (<https://impact.uthscsa.edu/main/index.php>), is based upon each student's specific research interests, consideration of the prospective Dissertation Mentor's ability to support a student for his/her dissertation research, and consultation with the student's faculty advisors. Students will choose faculty members with whom they wish to rotate based on information that they gather from faculty research summaries found on the GSBS and IBMS discipline websites (<https://www.uthscsa.edu/academics/biomedical-sciences/programs/integrated>), from published papers in the scientific literature, and by speaking with faculty members during orientation week and during the semester. Students should also make good use of guidance provided by relevant Discipline Directors, the Course Director of the Laboratory Rotation course (IBMS 5008), and by speaking with individual research faculty. **Students**

must be **proactive** in visiting faculty members to discuss their research and the possibility of doing rotations in their laboratory.

**Once rotations are completed**, students will request, via the IMPACT website, a Dissertation Mentor with whom they wish to perform their dissertation research projects. Entry of a student into a Dissertation Mentor's laboratory requires **mutual agreement** between the student and the proposed faculty member. The appropriate form for requesting assignment of a Dissertation Mentor must be completed in IMPACT. At that time, a student must also specify a **primary discipline of interest** (usually a discipline with which the Dissertation Mentor is affiliated) that is connected with a particular Plan of Study. Completion of this process is **expected by the end of the Year 1 Fall semester of the program**.

### **LOGISTICS OF THE LABORATORY ROTATIONS**

1. Each rotation will be 5-6 weeks long; each student will complete the equivalent of 3 rotations.
2. Under certain circumstances, it may be beneficial for a student to combine two consecutive 5-week rotations to generate one 10-week rotation. This must be mutually agreed upon by the student and the faculty rotation mentor, and must be approved by the IBMS 5000 Course Director. If approved, a student could complete one 5-6 week rotation and one 10 week rotation. Every student must minimally rotate through at least two different laboratories.
3. Although students are strongly encouraged to complete their laboratory rotations by the end of the Year 1 Fall semester, under special circumstances, and with the approval of the IBMS 5008 Course Director, a student may be allowed to perform an additional rotation at the beginning of the subsequent (Spring) semester.

#### **Fall 2020 Rotation Schedule**

**Rotation 1:** Aug 24, 2020 - Oct 2, 2020 (6 weeks) – Rotation Report due Oct. 5

**Rotation 2:** Oct 5, 2020 - Nov 6, 2020 (5 weeks) – Rotation Report due Nov. 9

**Rotation 3:** Nov 9, 2020 - Dec 18, 2020 (6 weeks) – Rotation Report due Dec. 18 (no extensions will be allowed for the 3<sup>rd</sup> rotation report since grades are due Dec. 22)

### **GRADING**

- **Grading is based on a system of S (Satisfactory) or U (Unsatisfactory).**

Each 5-6 week rotation will have a value of 1.0 semester credit hour (SCH) and will be graded by the faculty mentor of the rotation. If two five-week periods are combined for a single rotation, this will equal 2 SCH and will be given a single grade.

After a student completes a rotation and based on a submitted Evaluation of Rotation from the faculty rotation mentor, the faculty mentor will recommend a student's grade to the Course Director. At the end of the semester, the Course Director will post, on the Registrar's grade site, a single grade representing the average grade for all rotations performed during the semester. If a student receives a U for IBMS 5008, he/she will be put on academic probation, and will be reviewed by the Executive Committee on

Graduate Studies who will determine what further action should be taken.

### **- Rotation Project Report**

After completion of each rotation, students must prepare a project report in consultation with the faculty rotation mentor. As a guide, the report should include the names of the student and of the faculty mentor, the project title, the rotation number (1<sup>st</sup> – 3<sup>rd</sup>), background information and rationale for doing the studies, the hypothesis being tested, the results (positive or negative), and any conclusions. The report (converted into a PDF file) should then be uploaded onto the graduate school's IMPACT website no later than 3 days following the completion of the rotation except for the final rotation report which is due on the final day of the rotation (see the schedule above). The student should provide a copy of the final project report to the faculty rotation mentor.

### **- Evaluation of Rotations**

After completion of each rotation the faculty rotation mentor will provide, via the IMPACT website and in addition to giving a grade of "S" or "U" (*i.e.*, Satisfactory or Unsatisfactory), written comments regarding the student's performance during the rotation. The evaluation will address specific criteria listed on the evaluation form. Once the faculty member and student discuss the evaluation, the form will require the student's signature. Rotation evaluations will be kept in the student's academic file.

Students may evaluate and make comments regarding the faculty mentor for each rotation using specific criteria as listed on the evaluation form found on the IMPACT website.

## **ATTENDANCE**

In order to achieve the goals of this course, students must be fully engaged. Therefore, sufficient laboratory attendance is important. As a general rule, students will be expected to work for 15-20 hours per week, but the exact number of hours put into a laboratory rotation is determined by discussion with the faculty advisor of a particular rotation. This number may vary slightly depending on the nature of the experimentation to be performed.

Chronic absence from the lab may result in a student receiving an Unsatisfactory (U) evaluation for a particular rotation and could contribute to a student receiving a U for the IBMS 5008 course posted on the student's transcript.

## **TEXTBOOKS**

No particular textbook is required for IBMS 5008. However, a student is likely to be assigned readings from various sources by the rotation advisor.

## **REQUESTS FOR ACCOMODATIONS FOR DISABILITIES**

In accordance with policy 4.2.3, **Request for Accommodation Under the ADA and the ADA Amendments Act of 2008 (ADAAA)**, any student requesting accommodation must submit the appropriate request for accommodation under the American with Disabilities

Act (ADA, form 100). to his/her appropriate Associate Dean of their School and a copy to the ADA Coordinator. Additional information may be obtained at <http://uthscsa.edu/eoo/request.asp>.

## **ACADEMIC INTEGRITY AND PROFESSIONALISM**

Any student who commits an act of academic dishonesty is subject to discipline as prescribed by the UT System Rules and Regulations of the Board of Regents. Academic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an exam for another person, signing attendance sheets for another student, and any act designed to give unfair advantage to a student or the attempt to commit such an act. Additional information may be obtained at

<http://catalog.uthscsa.edu/generalinformation/generalacademicpolicies/academicdishonestypolicy/>

## **TITLE IX AT UTHSCSA**

### **Title IX Defined:**

Title of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. It reads “no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

### **University of Texas Health Science Center San Antonio’s Commitment:**

University of Texas Health Science Center San Antonio (UTHSCSA) is committed to maintaining a learning environment that is free from discriminatory conduct based on gender. As required by Title IX, UTHSCSA does not discriminate on the basis of sex in its education programs and activities, and it encourages any

student, faculty, or staff member who thinks that he or she has been subjected to sex discrimination, sexual harassment (including sexual violence) or sexual misconduct to immediately report the incident to the Title IX Director.

In an emergency, victims of sexual abuse should call 911. For non-emergencies, they may contact UPD at 210-567-2800. Additional information may be obtained at

<http://students.uthscsa.edu/titleix/>

## **EMAIL POLICY**

Every student is issued a University e-mail address and account at the time of enrollment. As a matter of University Policy, communications between students and faculty that occur using the student’s University e-mail address is considered official business. Therefore, **students are expected to check their university email in boxes on a regular basis** so that any announcements, instructions, or information regarding this course will be received in a timely way. Missed communications due to inadequate monitoring of incoming emails on the University’s email server will never be a valid excuse for unsatisfactory academic progress.



## WELCOME TO IMPACT

This is **IMPACT**, the student database website sponsored by the Graduate School of BioMedical Sciences (GSBS) at UTHSCSA. **IMPACT** is a revolutionary and robust new way to keep track of student and faculty information going back several years. **IMPACT** makes many routine student request processes easy and fast, since the relevant data is updated instantly for others to act on it. Additionally, **IMPACT** calculates many standard, time-consuming reports instantly.

- Log in using **livemail email address and domain password**

# WELCOME TO IMPACT

Optionally select a role to the right, and then choose one of the jumping off points by selecting the appropriate button. Watch this page for up-to-date summary information below!



## MY INFO

*Click here to manage your IMPACT Info.*



## PUBLICATIONS

*Download and maintain your publications.*



## PRESENTATIONS

*Document your presentations.*



PENDING ...

### Rotation Reports

Rotation reports are up to date.

•On the left hand panel under “Navigation” select **Rotation Mentor**

•The page will open listing the rotations you have signed up for

### Operations

Update My Info

### Navigation

Premat Courses

Premat Agreements

Rotation Mentor

Student Evaluations of Faculty

Faculty Evaluations of Student

Selection of Mentor

Change of Program Request

Compact Agreement

Milestone Agreement

Research Proposal

Request for Final Defense Form

Degree Candidacy Form

Postgrad Info

Blank Forms

Publications

Presentations

Scholarships

Awards

Applications

Grants

## VIEW MY INFORMATION

Student ID

First Name

Middle Name

Last Name

Address 1

Address 2

City

State

Postal Code

Country

Phone

Email @livemail.uthscsa.edu

Track/ Discipline None associated

Faculty Advisor 1 None associated

Faculty Advisor 2 None associated

Supervising Mentor None associated

Secondary Mentor None associated

Dual Degree Pgm None associated

Publication Search Term **None**

## Operations

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Blank Forms

## ROTATION MENTORS

Student:

Student ID:

Term:

Fall 2017

Phone:

Email:

l@livemail.uthscsa.edu

Rotation Name: 2017 Rotation 1 Mentor

Mentor:

Start Date: 0000-00-00

End Date: 0000-00-00

Active: Yes

- Select the appropriate rotation mentor form: eg. **Rotation 1 Mentor**

Home » Rotation Mentors »

Operations

View My Info

List Rotation Mentors

Update Rotation Mentor

Upload Report



**PDF!**

## VIEW ROTATION MENTOR FOR

ID
Student
Rotation Name 2017 Rotation 1 Mentor
Form Option Form for 2017 student to select mentor for rotation 1
Mentor
Start Date 0000-00-00
End Date 0000-00-00

- select **Upload Report** (*Rotation report must be in PDF format*)

Home » Rotation Mentors »

#### Operations

[View My Info](#)

[List Rotation Mentors](#)

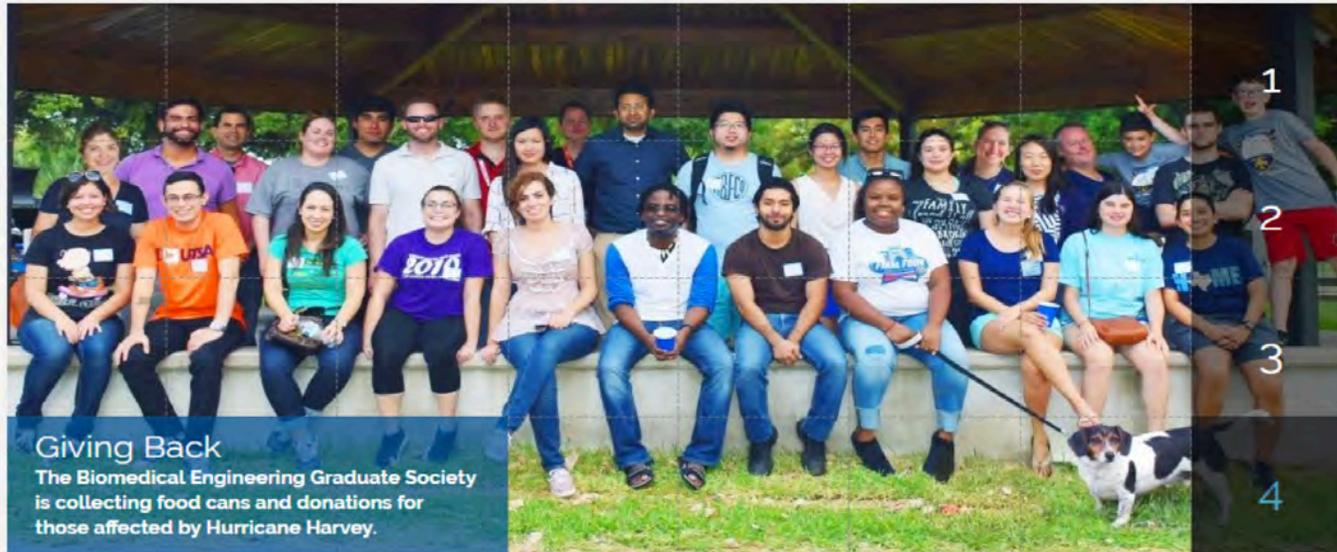
[Update Rotation Mentor](#)

[Upload Report](#)

[Show Report](#)



If successfully uploaded, you should see the “show report” tab on the sidebar.



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inside.uthscsa (portal)

Knowledge Center

Livemail

GSBS Logins

IMPACT

CourseLeaf

IDEA

Policies

Accessibility

Syllabus

Graduate School of Biomedical  
Sciences

UT Health San Antonio

7703 Floyd Curl Dr, Mail Code 7819

San Antonio, TX 78229-3900

Phone: (210) 567-3709

FAX: (210) 567-3719

- Log into **IMPACT** from the Graduate School's website (<http://gsbs.uthscsa.edu/>)



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•On the left hand panel under “Navigation” select **Rotation Mentor**

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Faculty Advisor 2 None associated

Supervising Mentor None associated

Secondary Mentor None associated

Dual Degree Pgm None associated

Publication Search Term **Not set**

## Operations

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[Rotation Mentor Form](#)

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[Blank Forms](#)

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Student ID:

Term:

Fall 2017

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Email:

l@livemail.uthscsa.edu

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Mentor:

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End Date: 0000-00-00

Active: Yes

- Select the appropriate rotation mentor form: eg. **Rotation 1 Mentor**

Home » Rotation Mentors »

### Operations

[View My Info](#)

[List Rotation Mentors](#)

[Update Rotation Mentor](#)

[Upload Report](#)



## VIEW ROTATION MENTOR FOR

ID

Student

Rotation Name 2017 Rotation 1 Mentor

Form Option Form for 2017 student to select mentor for rotation 1

Mentor

Start Date 0000-00-00

End Date 0000-00-00

- select **Upload Report** (*Rotation report must be in PDF format*)

Home » Rotation Mentors »

### Operations

View My Info

List Rotation Mentors

Update Rotation Mentor

Upload Report

Show Report



If successfully uploaded, you should see the “show report” tab on the sidebar.

## **Instructions for students to select mentors and disciplines in IMPACT**

Log into **IMPACT** from the Graduate School's website (<http://gsbs.uthscsa.edu/>)

Under **GSBS logins** (located in the black box at the bottom of the page) select **IMPACT**

- Log in using **livemail email address** and **domain password**
- Select the **My info tab**
- On the left hand panel under **Navigation** Select "**Selection of Mentor**"
- Under Operations select "**Selection of Mentor Form**"

Once the form opens.

- **Select your discipline and mentor** as appropriate

Sign the form by checking the box at the end of the page: **Check Here To Sign The Request And Submit For Application**

Select **Create** to save the form

After **saving**, the form will automatically be routed to your mentor for approval