Undergraduate Participation in Bioinformatics Training (UPBiT)  
Guidelines for Lab-Rotation Agreement

The purpose of the lab rotation is for UPBiT trainees to experience the research lab environment, interact with the lab personnel, learn about the ongoing research, and if possible, acquire hands-on techniques by undertaking assigned tasks. Each trainee will rotate through at least 2 different labs, spending 4 to 8 weeks in each lab with 9 hours/week minimum, and eventually decide on a long-term research project that contains a bioinformatics component. Together with the mentor(s), the trainee has to determine the start- and end-dates of the rotation period in each lab. We further recommend using the following table to plan your work hours at the beginning of the lab period and ask your mentor to approve and sign.

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<th>Week</th>
<th>Dates (e.g., June 6 – 10)</th>
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<th>Tue</th>
<th>Wed</th>
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<th>Weekly Total Hours</th>
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Total Number of Hours: 

Mentor’s Signature:

Please note that:
1. The above scheduled hours should be agreed upon between the UPBiT trainee and faculty mentor(s).
2. The faculty mentor(s) may designate which of the above scheduled hours are mandatory for the trainee to be in the lab (e.g., lab meetings, reporting, hands-on tasks in lab), and which are for the trainee to carry out assigned work independently (e.g., reading papers, computer programming).
3. The trainee is expected to adhere to the scheduled hours as much as possible. Missed hours must be made up with prior consent of the mentor.
4. To initiate a lab rotation, the trainee will submit an online agreement for approval by at least one mentor. Please visit www.bioinformatics.utep.edu/agreement to submit the agreement.
5. At the end of each rotation period, the trainee will submit an UPBiT Online Report at www.bioinformatics.utep.edu/UPBiT/report. The report due date is a week after the official end-date of the Lab Rotation in the agreement. At least one mentor will evaluate the trainee based on the following criteria using also the Worksheet for Online Evaluation on p.2:
   a. Completion of assigned tasks as given in #2 above
   b. Interactions with mentor(s) and others in the lab
   c. Attendance and punctuality for lab meetings, reporting, and other activities
   d. Writing of the UPBiT Report to be sent automatically to the mentor upon online submission.
Worksheet for Evaluation of UPBiT Trainees

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Ratings</th>
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<td>Grades and Ratings: A+ = Excellent (4.2); A = Very Good (4); B = Good (3); C = Satisfactory (2), D = Probationary (1), F = Failed (0)</td>
<td>By Trainee By Mentor(s)</td>
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**Communication and Interactions**
- Prompt response to emails and phone calls
- Keep mentors posted of status of work assignment
- Seek appropriate advice when encountering problems
- Take suggestions and follow up
- Establish good working relationship with other lab members

**Initiatives and Professionalism**
- Finish assignments on time, provide justification if more time needed
- Work according to schedule, make up missed hours
- Attend scheduled meetings punctually
- Take initiative to solve lab rotation related problems

**Technical Knowledge and Skill Development**
- Improve in technical knowledge and skills
- Complete assigned tasks for the time period
- Learn about various research projects in the lab
- Identify possible bioinformatics related project for future research
- Submit lab rotation report on time

**Bioinformatics and Related Activities**
- Attending bioinformatics colloquiums, seminars, symposiums, etc.
- Support less experienced UPBiT students (e.g., attend and evaluate their presentations, assist them in the lab)
- Summer internship (A+ for position secured; C for internships applied)
- Participation in other bioinformatics-related research projects
- Others : (please specify)

Comments (use more paper if necessary):