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.

Lab-Rotation Hours:

Week	Dates (e.g., June 6 – 10)	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Weekly Total Hours
		Time (e.g., 8:00 a.m. – 12:00 noon)							
1									
2									
3									
4									
5									
6									
7									
8									
								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

Evaluation Criteria	Ratings		
Grades and Ratings: A+ = Excellent (4.2); A = Very Good (4); B = Good (3); C = Satisfactory (2), D = Probationary (1), F = Failed (0)	By Trainee	By Mentor(s)	
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):