



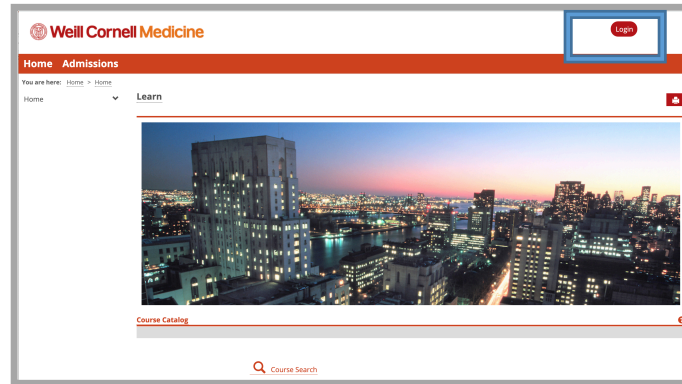
Laboratory Rotation Forms Student Instructions

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Logging in

Start by logging into <https://learn.weill.cornell.edu>



Sign in with your CWID



Select the PhD Training tab



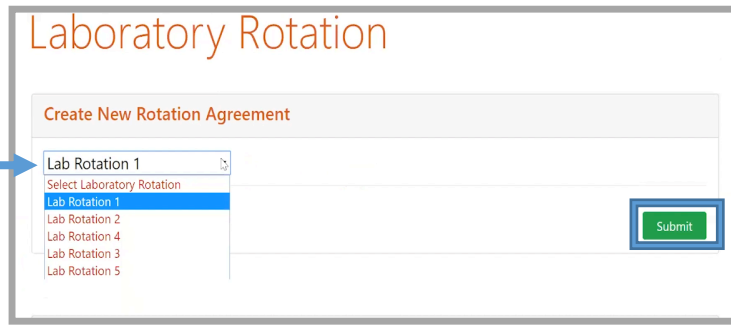
Scroll down and select Laboratory Rotation Forms



Creating Agreement Forms

Be sure to have registered for a Laboratory Rotation course before trying these steps, otherwise you will not see rotations on the drop down menu.

Choose a rotation in the dropdown menu



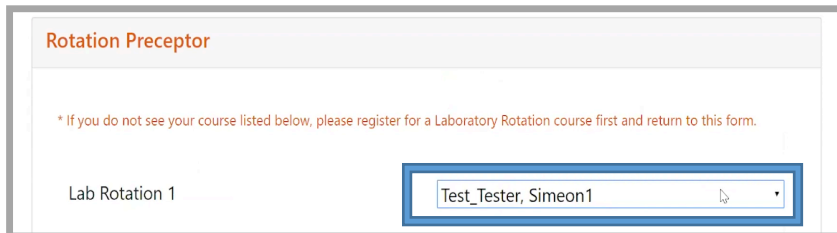
Then click submit

You will now be taken to the Laboratory Rotation Agreement form

Laboratory Rotation Agreement

The **Student Information** table will be pre-populated with your name, year and program

Select the rotation preceptor, the preceptor's information will prepopulate once selected



Insert the start and end date of the rotation



Next, there will be a series of questions that will need to be filled out.

Note: These questions must be discussed by the student and the preceptor before filling out this form.

Describe the training goals for the rotation. Questions to consider: What techniques will be learned? How will the student be exposed to the research in the lab (outside of their specific project) and the field in general? How will the rotation advance the student's technical and conceptual understanding in the field of study?

Describe the rotation project steps/tasks to be performed by the student, as well as any expected non-project laboratory obligations (e.g., lab meeting, journal club, laboratory upkeep, etc.)

Hours per week that the student is expected to be in the laboratory (e.g., 35 when classes are not in session and 20 hours when class are in session)

This document was discussed in a meeting between the student and the rotation preceptors?

Yes No

When completed, you can save your progress or submit

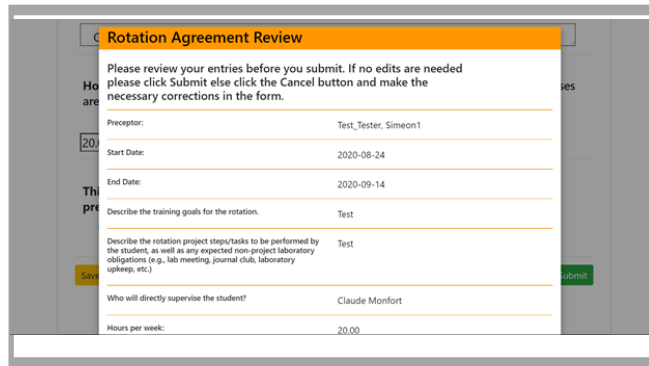


Save Progress Submit

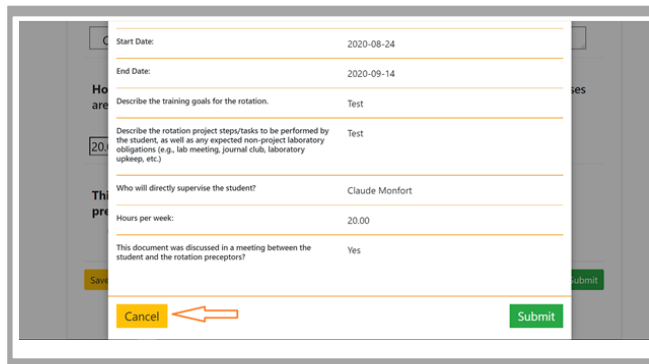
Saving your progress will allow you to return and work on this form later

Submitting will allow you to finalize your form

A screen will appear containing all the answers entered



If the responses you have entered are correct, click submit. If you need to make changes, click the cancel button to return to the form.



Once submitted, you will be redirected to the homepage, where you can see the status of your form

Current Student Rotation Agreements

Show 10 entries Search:

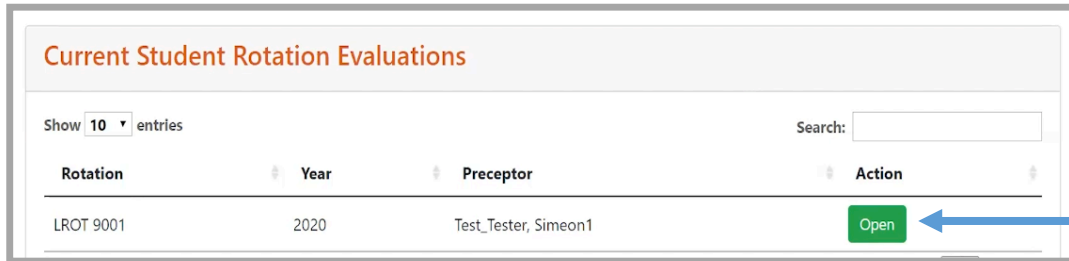
Rotation	Year	Preceptor	Action/Status
LROT 9001	2020	Test_Tester, Simeon1	Submitted for approval

Showing 1 to 1 of 1 entries Previous 1 Next

Back at the home page you will see your rotation agreement submitted for approval

Completing Evaluations

After the agreement is approved, the student will automatically be given a student evaluation form. This form can be found on the homepage. This should be completed after the rotation has ended.



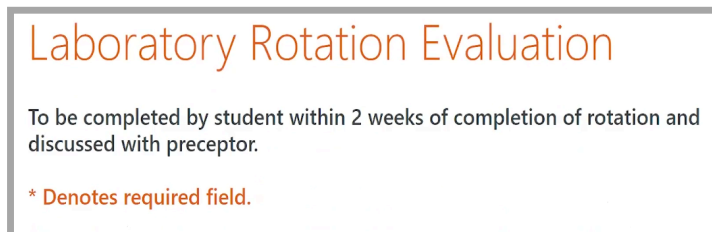
Current Student Rotation Evaluations

Show 10 entries Search:

Rotation	Year	Preceptor	Action
LROT 9001	2020	Test_Tester, Simeon1	Open

To access the evaluation click on open

Fill out all the required fields in the laboratory rotation evaluation



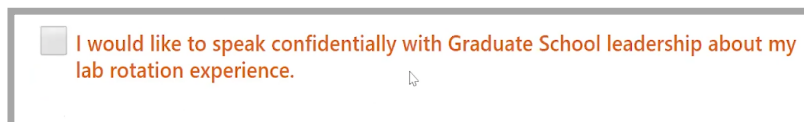
Laboratory Rotation Evaluation

To be completed by student within 2 weeks of completion of rotation and discussed with preceptor.

* Denotes required field.

If you would like to speak confidentially to the Graduate School leadership team about your experience check this box. Once checked and email will be sent to the Graduate School leadership team informing them that you would like to set up a time to speak. An email will also be sent to the student.

PLEASE NOTE THE PRECEPTOR WILL NOT BE ALERTED IF THIS IS CHECKED



I would like to speak confidentially with Graduate School leadership about my lab rotation experience.



[Save Progress](#) [Submit](#)

Saving your progress will allow you to return and work on this form later

Submitting sends the evaluation to the preceptor

Technical Support

For issues requiring support, such as trouble logging in, please submit an incident to the Educational Technologies Group (ETG) by navigating to [myHelpdesk](http://myhelpdesk.weill.cornell.edu) (<http://myhelpdesk.weill.cornell.edu>) or sending an email to etg-support@med.cornell.edu. If you submit an incident, be sure to mention Educational Technologies Group (ETG) in your ticket so it can be routed accordingly.

General Questions

For general questions regarding the Laboratory Rotations, contact the Graduate School administrative team.

For questions regarding registration for the Laboratory Rotations, contact the Registrar.