



Dear Dr. _____;

_____, a graduate student in the Molecular Engineering PhD program, wishes to carry out a research rotation under your direction. If you elect to accept this student into your research group for a rotation, it is important that you understand and accept the following:

- By allowing the student to rotate in your group, you understand that should the research rotation prove fruitful, the student would have the option to join the research group on a permanent basis under your direction. We expect faculty who allow students to permanently join their group to do so in good faith and to be proactive in seeking and maintaining funding for the student for the duration of their degree as long as the student is making satisfactory progress.
- The MoE PhD program provides **full funding for the first two academic quarters only** (Autumn & Winter). Should the student join your research group, funding from you would commence at the start of the student's Spring quarter. As such, near term funding must be available to support the student.
- All MoE graduate students in good academic standing are supported 12 months per year.
- Should this research rotation prove fruitful, and should the student join your group, you would provide annual support at the MoE PhD 50% FTE RA salary rate, along with the academic year and summer quarter appointment letters required by the labor agreement. The funding mechanism must allow the student to pursue a graduate degree in the MoE PhD program, which normally entails billing a UW budget number. It is understood that most research grants only last 3 years – however, it is our expectation that the faculty advisor will be proactive in seeking and maintaining funding for the student for the duration of their degree.

_____ will be signing up for research via the MoE program (MOLENG 600). To ensure that all parties are aware of expectations and to ensure a quality research experience, please discuss with them the items within the attached form, fill in each section, and respond to us with your agreement by the second Friday of the quarter so that we may include this within their file.

The MoE PhD program anticipates that research rotations shall include (if appropriate):

- UW training in safe laboratory procedures, hazardous waste disposal, and other specialized training required for the specific research area
- Literature review
- Experimental and/or theoretical analysis
- Accurate and complete results recording

MoE requires the student to provide at the end of each research rotation:

- A short written research report detailing motivation, results and discussion, and
- An evaluation of the research rotation experience

Each research rotation also requires a short written evaluation by the temporary research advisor and a grade to be entered into the system by the grade deadline for the quarter. This written evaluation has to be provided by the last day of instruction for the quarter.

The credit load/weekly time expectation for each rotation is variable and will be determined by consultation between the student and temporary research advisor. The MoE PhD program expects that the total commitment should fall within the 4-8 credit / 12-24 hour per week range and that each credit should represent three hours of work per week. If fewer than 4, or more than 8 credits are planned for a rotation, please provide additional detail within the Rotation Information Template (attached) so that we may note the reasoning within the student's file.



-Rotation Information Template-

Please return by the first Friday of the quarter

Name of MoIE Student:

Rotation Period:

UW Research Advisor for Lab Rotation (Name and Affiliated Department):

Additional Research Laboratory Faculty Member Names (if applicable):

Number of Credits (3 hours of work per week for each credit):

Brief Description of Proposed Research:



Identify Relevance to Molecular Engineering:

Tools/Instrumentation that the student will experience or be trained on:

Pursuant to this research rotation proving fruitful, and the student/faculty member agreeing to work together long term, by either electronically or physically signing below, the faculty member attests their ability to support the named student financially (including stipend, tuition, and benefits) via a UW budget number at the MoE salary rate commencing at the start of the student's first Summer quarter. Additionally, by signing below, the faculty member does so in good faith and agrees to be proactive in seeking and maintaining funding for the student as long as the student is making satisfactory progress toward his/her degree and fulfilling the obligations of his/ her appointment, as determined by the advisor in consultation with the MoE Ph.D. Graduate School Interdisciplinary Committee.

Advisor Signature: _____

Date: _____