



Endocrinology & Reproductive Physiology Training Program

UNIVERSITY OF WISCONSIN
SCHOOL OF MEDICINE AND PUBLIC HEALTH

Fall 2024 INCOMING STUDENT CHECKLIST & LAB ROTATION INFO

Congratulations on your acceptance to the Endocrinology and Reproductive Physiology Program!

Before Arrival in Madison

- Activate your NetID through the My UW-Madison portal at my.wisc.edu
- Enroll in classes
- Work with ERP Office to establish lab rotation schedule
- Complete Part I of I-9 process through HR (*refer to your appointment letter for details*)

Upon Arrival in Madison

- Check in with International Student Services (ISS) (*international students only*)
- Provide I-9 information to verify payroll to HR Team Member (*refer to your appointment letter; send questions to Lily Schafer, lbschafer@wisc.edu*)
- New Student Welcome Week Events** (*additional optional events described in Canvas course below*)
 - Fri Aug 23rd
 - 8:30-9:45am ERP Orientation Breakfast (WIMR 7001B)
 - 10:00-10:45am ERP/MET Joint Orientation Programming (WIMR 1022)
 - 11:00am-1:00pm SMPH Biomedical Consortium Lunch (WIMR 1022)
 - 1-2pm Optional mini-tour with Bootsy (leave from WIMR 1022)
 - Wed Aug 28th
 - 11:00am-4:30pm UW Grad School New Student Welcome (Union South)
 - Thurs Aug 29th ERP SYMPOSIUM
 - 8:30am-9:00am Donuts w Current ERP Students (Fluno Center Room 216/218)
 - 9:10am-4pm ERP Annual Research Symposium (Fluno Center)
 - 4-4:15pm ERP Director addresses ERP students (Fluno Center)
 - Tues Sep 3rd
 - 4-6pm SMPH Welcome Reception for New Grad Students (HSLC Atrium)
 - Tues Sep 17th
 - 2:30-4pm ERP-required IDP Workshop (Medical Sciences Center Room 1210)
- Complete Canvas Course for New Students (Biomedical Graduate Program Consortium)**
<https://canvas.wisc.edu/courses/224272>
General and ERP (*disregard MCP & MET program info*)
 - Required Sexual Violence Prevention Training
 - Required Online Lab Safety Trainings
 - Chemical Safety Training: The OSHA Lab Standard
 - Biosafety Required Training (Biosafety 101, 104, 201)
 - Required SMPH Trainings within 1st week
 - Review Acceptable Use of Information Technology Resources Policy
 - HIPAA Training
 - Required SMPH Trainings within 1st two weeks
 - Mandated Reported Training
 - Creating a Respectful and Welcoming Learning Environment Training
 - Required SMPH Trainings within 1st month
 - Cybersecurity Awareness Training
 - Review [SMPH Shared Guidelines for Professional Conduct](#)
- Ask faculty you'll rotate with about other required trainings.

Fall 2024 INCOMING STUDENT CHECKLIST (continued)

- ❑ Benefits
 - Attend a Payroll & Benefits Drop-in session
 - Complete Benefits paperwork and turn in to Payroll & Benefits Services

- ❑ Visit Union South to pick up:
 - Official UW Photo ID (Wiscard, <https://wiscard.wisc.edu>) Room 149
 - FREE Madison Metro Bus Pass...**must order online first**
<https://transportation.wisc.edu/commuter-solutions/bus/student-bus-pass-program/>

- ❑ ERP program resources
 - ERP Program Office, 6140 Medical Sciences Center (MSC), 1300 University Ave
 - Projector, computer, scanner/copier (limited) 6140 & 6152C MSC
 - Travel funds (details in [ERP Student Handbook](#))

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Fall 2024 LAB ROTATION INFO

see also ERP Student Handbook Rotations section

What To Expect

Rotations are the time spent in three (3) different labs of your choice during the first semester on campus. You will spend 1 month per lab to help you decide which lab you want to be part of.

The expectations of each professor will vary. Talk to the professors directly to see what they expect from students. Likely, it will be that you will spend a few hours a day in lab observing and doing a few experiments over the month you are there. During this time you have a lot of observing to do in order to help you make your final lab decision.

Matching With a Lab/Advisor

Professors cannot make any offers to join labs until all rotations are done.

In late November, you will be matched to an advisor based on mutual interests of you (rank order of faculty with whom you rotated) and the faculty member (rank order of students who rotated with the faculty member).

- Rotation matches are finalized through the program office with consultation between the student and the faculty member.
- Faculty members are not obligated to accept your request that they serve as your primary advisor.
- If no suitable match is found, you may be eligible for one or more additional rotations, based on your academic progress and availability of funding.

Considerations While Rotating

1. How much guidance does the professor offer?
 - Some students have had their dissertation topic mapped out for them.
 - Some students have developed their thesis ideas on their own
 - MORE IMPORTANTLY –
 - How much guidance do you need?
 - Is this lab going to give you the help you need?
 - Is this lab going to give you the freedom you are looking for?
2. How much is the professor around?
 - Do they travel a lot?
 - Do they have specific hours they are in their office?
3. What is the model system of the lab?
 - If you are allergic to animal dander or uncomfortable with euthanizing animals, consider avoiding labs that use these models

Fall 2024 LAB ROTATION INFO (continued)

4. Lab environment/atmosphere
 - Some labs have music on
 - Some labs have a lot of talking and interaction
 - Some labs are quiet
 - Some labs are competitive
 - What are the people like in the lab you'd like to be in?
 - Can you work in the atmosphere you observed during rotation?
 - Can you get along with the other students in the lab?
 - Can you get along with the lab technicians?

5. What about the professor?
 - Do you like the professor?
 - Does the professor have a personality that you can work with and learn from?
 - Do you feel the professor has reasonable expectations of students?
 - Do you feel the professor will be a good mentor for you?

6. Talk with the students!
 - What do they like and/or dislike about the lab?
 - Is there competition for equipment?
 - What happens when a student messes up an experiment?
 - What are lab meetings like?

7. Are you interested in the research project?
 - Does it sound good on paper, but once you get there are you thinking it is not so great after all?
 - NEVER be intimidated by a lab because you don't really understand what they are working on.
 - You might just find a new area of interest you never thought of!