DEPARTMENT OF MEDICAL & RESEARCH TECHNOLOGY
UNIVERSITY OF MARYLAND SCHOOL OF MEDICINE

FINAL EXTERNSHIP EVALUATION

Student: _____ Evaluation Date: _____

Rotation Number: _____ Externship Site: _____

The primary objective of this assessment is to ensure that each student enters the Biotechnology profession with an understanding of its behavioral and skill standards by demonstrating adherence to those standards. Circle the number, which corresponds to the student's performance in each category using the following rating scale as a guide:

1	2	3	4	5
FAILS TO MEET STANDARDS	BELOW STANDARDS	MEETS STANDARDS	ABOVE STANDARDS	EXCEEDS STANDARDS

1. ***Fails to Meet Standards –*** Performance is below entry-level expectations. Student does not meet minimum standards. Performance is unacceptable.

2. ***Below Standards –*** Performance is marginally below entry-level expectations. Student needs to improve to meet minimum standards.

3. ***Meets Standards –*** Meets entry-level expectations and minimum standards.

4. ***Above Standards –*** Consistently meets entry-level expectations and minimum standards. Excels in certain areas. Student has demonstrated a high level of initiative and independent functioning.

5. ***Exceeds Standards –*** Clearly outstanding. Consistently exceeds entry-level expectations and minimum standards. Student has demonstrated a high level of initiative and independent functioning.

STANDARDS OF PRACTICE

- **KNOWLEDGE**

❖ Demonstrates understanding of basic theoretical concepts.

1	2	3	4	5

❖ Demonstrates knowledge of good laboratory practices.

1	2	3	4	5

❖ Demonstrates knowledge of experimental design and procedures.

1	2	3	4	5

❖ Demonstrates understanding of scientific methology.

1	2	3	4	5

❖ Analyzes and interprets data appropriately at an entry level.

1	2	3	4	5

- **TECHNIQUE**

❖ Displays technical dexterity and accuracy.

1	2	3	4	5

❖ Completes assigned tasks within an acceptable time frame.

1	2	3	4	5

❖ Accomplishes tasks with minimal supervision.

1	2	3	4	5

❖ Reports accurately and efficiently.

1	2	3	4	5

❖ Demonstrates appropriate entry-level troubleshooting skills.

1	2	3	4	5

PROFESSIONAL STANDARDS

- **INITIATIVE AND INTEREST**

❖ Attentive to instructions; listens well and asks pertinent questions.

1	2	3	4	5

❖ Actively participates in performing assigned tasks.

1	2	3	4	5

❖ Prepares adequately for the days laboratory experience.

1	2	3	4	5

❖ Functions as a self-starter in appropriate situations.

1	2	3	4	5

- **RESPONSIBILITY**

❖ Accountable for work assigned including willingness to take extra time to complete a task when necessary and seeking help when appropriate.

1	2	3	4	5

❖ Acknowledges errors and takes appropriate action such as notifying the preceptor.

1	2	3	4	5

- **ADAPTABILITY**

❖ Accepts constructive criticism and modifies behavior accordingly.

1	2	3	4	5

❖ Flexible when schedule of daily learning activities is modified.

1	2	3	4	5

- **COMMUNICATION AND DOCUMENTATION**

❖ Maintains notebooks, records, and logs accurately.	1 2 3 4 5
❖ Demonstrates effective oral communication.	1 2 3 4 5
❖ Demonstrates effective written communication.	1 2 3 4 5
❖ Demonstrates proficiency in computer applications.	1 2 3 4 5
❖ Promotes a cooperative working environment with other professionals.	1 2 3 4 5

- **ADHERENCE TO POLICIES**

❖ Adheres to institutional policies.	Yes	No	N/A
❖ Adheres to established scheduling policies of the institution.	Yes	No	N/A
❖ Complies with institution's laboratory safety policies, procedures and regulatory standards.	Yes	No	N/A
❖ Maintains institutional confidentiality.	Yes	No	N/A
❖ Adheres to UMB affiliate policies on the use of IT resources (computers, Internet, etc.)	Yes	No	N/A

OVERALL SUMMARY

Please rank student's overall performance:

1	2	3	4	5
FAILS TO MEET STANDARDS	BELOW STANDARDS	MEETS STANDARDS	ABOVE STANDARDS	EXCEEDS STANDARDS

COMMENTS:

I recommend that the student receive a final evaluation of:

____ Passing with Excellence

____ Passing

____ Failing

Days Absent _____ Days Tardy _____ Days Made-up ____

Evaluated by: _____ _____ _____

Affiliate Signature Title Date

_____ _____ _____

Affiliate Signature Title Date

- I have reviewed this evaluation and agree with it's content:

_____ _____

Student Signature Date

STUDENT COMMENTS:

Final Evaluation By DMRT:

____ Passing with Excellence

____ Passing

____ Failing

Days Absent _____ Days Tardy _____ Days Made-up ____

_____ _____

Program Director Date

DDp/sed//stu aff/forms/Biotech Final Eval