

Appendix A: Evaluation of Rotations

To: MSTP Students

From: George R. Dubyak, Co-Director, MSTP

Re: Evaluation of Rotations

Attached is a "Rotation Evaluation Form" that is to be used in evaluating your research rotations. This is very similar to a form used in evaluating the BSTP student rotations, so most rotation mentors are probably familiar with the procedure. We have implemented a formal review process so that both the students and MSTP directors and Steering Committee have better feedback about how MSTP students are performing in the research component during the first two years of medical school. Also, this will enable us to better advise you in making your PhD mentor selections.

A typical MSTP rotation should be equivalent to a 4-6 week full time summer rotation. Of course, during the academic year this would be spread out over a longer period of time. After you have rotated in a laboratory it is expected that you will (1) give an oral lab presentation of your project; (2) write up a short report of your rotation (2-3 pages double spaced including an abstract/summary, which is needed for the MSTP NIH training grant). The report should be submitted with the evaluation form to the rotation mentor at or near the end of the rotation. The mentor will review the report and fill out the attached form. Then you should have an "exit" interview with the mentor to discuss the rotation, going over the evaluation and report. The interview is meant to be constructive and to give useful feedback to you. It is expected that the research advisor will be honest and indicate the degree to which he/she is interested in having you as a student in his/her lab. You may also want to indicate your degree of interest to the PI. After both you and the mentor have signed the form, you should return it with a copy of your report to the MSTP office (SOM T401). You should also email a copy of the abstract/summary of your report to the Co-Director (george.dubyak@case.edu) and to the MSTP office (mstp@cwru.edu) so it can be pasted directly into the NIH training grant.

Evaluation forms signed by the student and mentor should be submitted for at least three rotations. Typically the rotation report and evaluation should be completed and returned to the MSTP office within two weeks of the end of the rotation. These are required to get credit for the rotation. Timely submission of these materials, as outlined in Academic Requirements of the MSTP, is required to get a grade of "Pass" in MSTP 400. If you have any questions, please feel free to contact Dr. Dubyak (368-5523; george.dubyak@cwru.edu) or Kathy Schultz (368-3404; mstp@cwru.edu).

ROTATION EVALUATION: MEDICAL SCIENTIST TRAINING PROGRAM

STUDENT NAME _____

FACULTY NAME _____ DEPT. _____

DATES OF ROTATION _____

1. Did the student spend the expected time per week in the lab? Yes_____ No_____

(Summer: Full time for 4-6 weeks; School year: ~20 hrs/week for 8-12 weeks)

2. Did the student learn any new techniques? Yes_____ No_____

3. Did the student get any new results or data? Yes_____ No_____

4. Did the student do a lab group meeting presentation or other presentation of their rotation project? Yes_____ No_____

5. How would you rate the students overall performance in this rotation?

Poor_____ Average _____ Good _____ Excellent _____

6. Based on this student's performance and compatibility with the laboratory as a whole would this student be suitable for placement in your laboratory? Yes_____ No_____

7. Comments. Please address the following questions (**continue on back if necessary**):

What are the strengths of the student? What areas need improvement? Other comments or information?

Faculty Signature

Student Signature

Date

MSTP Co-Director

After the student and faculty member have reviewed and signed this form, it should be returned, along with the report, to the MSTP office, T401, School of Medicine. Students should submit a rotation evaluation within two weeks of the end of the rotation.