

Academic File List – SURG TECH

- Student ID # (on file)
 - Transcripts
 - Grades from Canvas
 - Grades from Cengage (if applicable)
 - BLS
 - Immunizations -will vary
 - Externship paperwork- will vary
 - Drug Test/Background if needed per site
 - Student Success Plan (SSP if applicable)
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- Case Reports - (*one per week for extern and biweekly ST111 & ST222*)
 - Extern Time Sheet - (*one per week*)
 - Case Logs - (*one per week*)
 - Extern Eval - (*one per week*)
 - Weekly Pop Quizzes
 - Lab Mid-Terms
 - Weekly Lab Evals
 - Lab Final
 - CST Prep (if applicable)
 - End of Course Surveys (kept in Admin files until after Accreditation)
 - Graduate Survey (kept in PD office until after Accreditation)
 - Employer Survey (kept in PD office until after Accreditation)