

The **green** sheet at the end of this packet is a signed waiver; it needs to be returned with your letter. Thanks.

TO: Faculty and Professional Recommenders

FROM: Mary F. Engel, Ph.D.
Director, Pre-Medical and Pre-Health Professions Programs
Chair, Health Professions Evaluation Committee

DATE: October 2019

RE: Content and format of letters
(Applicants have been instructed to give this request to you **at least six weeks** before letters are due on February 21, 2020.)

This memo outlines the procedure used at The University of Scranton to evaluate applicants to doctoral health professions schools. This procedure includes a twenty-four member, University-wide Health Professions Evaluation Committee (HPEC).^{*} Your letter will become a part of the student's file, along with other materials submitted by the student. When the student is interviewed by members of the committee, your letter will be available to the interviewers. The information you provide is an essential part of the professional school application process.

Based on information contained in the student's file, and on information obtained during the interview process, HPEC will write a committee evaluation. When this HPEC evaluation is sent to health professions school, **your letter will be reproduced and sent to the admissions committees of the health professions schools**. Professional schools require that all letters be on **professional or department letterhead**; they also require that each letter include a date and a signature.

Admission committees request that the evaluation package include information beyond grades and academic achievements. We are told that the most useful evaluation letters contain concrete narrative descriptions that address such issues as those listed on the reverse side.

Although letters are not due until February 21st, you may send them to me at any time before that date. **Late letters** hamper a full evaluation of our applicants. Some interviewers see the absence of letters as reflecting poorly on the applicant. Thus, I am most grateful to you for sending your letter by the deadline.

***2019-2020 members of HPEC:** Fr. T. Cadigan, Fr. R. McKinney; Drs. D. Armitage, T. Cannon, D. Rinaldi Carpenter, A. Catino, P. Clark, B. Crable, D. Dzurec, M. Engel, P. Fahey, M. Fennie, T. Foley, D. Germeroth, J. Grossman, G. Kemp, W. Manetti, K. Nordberg, C. Olsen, P. Orr, A. Royer, N. Sizemore, Prof. C. Walker

Possible topics to be covered in letters of reference to support Health Professions Applications

Relationship with the applicant

- ◆ How well, how long, and in what context you know the student.

Evaluation of Academic Performance

- ◆ Comparisons of this applicant with similar pre-professional students that you have taught
- ◆ Oral and written communication skills
- ◆ Motivation for a career in the health professions
- ◆ Work, research, and other experiences related to health professions
- ◆ The degree to which student chose challenging courses over courses which would have made it easier to get a higher grade (also, participation in Honors Program, SJLA, Business Leadership)
- ◆ Discussion of foreign language skills, if applicable

Evaluation of Student Preparation for the Health Professions

- ◆ How does the student relate to faculty and to other students?
- ◆ How does the student work with others (team assignments, laboratory partners, etc.)?
- ◆ Does the student have the ability to work independently?
- ◆ Self motivation for a career in medicine: Has the student sought out relevant clinical experience?
- ◆ Leadership qualities, personal integrity, honesty

It is not likely that you will be able to comment on all, or even most, of the attributes listed above. They are provided to share with you the information most often requested from admissions committees. Where possible, please provide concrete examples.

Finally, remember that your letter will be reproduced and will become part of the official package released to professional schools. Your comments are a critical component of the evaluation process.

Please send your letter on department or professional stationery and please date and sign the letter.
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In order for your letter to be available in time for student interviews, **we request that you send this letter by February 21, 2020. Letters received after that time will be included in the evaluation package, but for technical reasons, it is impossible to include any letters received after June 15, 2020.**

Please mail your letter to:
Health Professions Evaluation Committee
c/o Dr. Mary F. Engel
IMBM, Room 305
The University of Scranton
Scranton, PA 18510

HEALTH PROFESSIONS EVALUATION REQUEST

Applicant's Name _____

Applicant: please fill out one of the following two descriptions

_____ The recommender, _____ was my instructor in
_____ class in the _____ semester of _____.

_____ The recommender, _____ was my professional preceptor
during _____.

To the Applicant: Personally present this form to your recommender, along with a copy of your completed questionnaire.

Right to Access: Public law 93-380, Education Amendment Act of 1974, grants enrolled students the right to inspect letters of recommendation unless this right is waived in writing. Please check one line and sign below:

_____ I waive my right of access to this letter, and I understand that the contents of this letter will remain confidential and will not be available to me now or in the future.

_____ I do NOT waive my right of access to this letter.

Signature _____ Date _____

To the faculty recommender:

Thank you for agreeing to write a letter of evaluation. **Please send it to Dr. Mary F. Engel by February 21, 2020.**

IMPORTANT:

Attach this signed form to your letter of evaluation. Even if the student has waived right of access, I must provide student access to your letter unless I have this written proof that the student has waived his/her right to access.

Please take a moment to review the evaluation process detailed on the attached memorandum.

Please do not throw this sheet away – it must accompany the letter you write; it needs to be retained in the student's file.