

1

**College of Health Sciences
Office of Pre-Health Studies Recommendation Form**

Name of Applicant: your name

Name of Evaluator: Leave blank for now

The Family Educational Right and Privacy Act (FERPA) requires that each applicant will have the right to view his or her letters of recommendation. Applicants may waive that right but are not required to do so.

must check →
recommended you check

- I grant representatives of Marquette University to send these letters to schools, programs or application services to which I have applied
- I waive my right of access to the information provided in this letter of recommendation. By waiving this right, I understand that I will not be able to read or have access to the information provided in this letter to the extent allowed by law.
- I do not waive my right of future access to this letter of recommendation.

Sign here
Signature of Applicant

date
Date

then you are done with this page

Please fill out the objective criteria below. Our pre-health office will use the data below to create one master objective assessment form that will serve as the cover for all subjective letters. It is important that your attached subjective letter match up with the objective criteria below (i.e. if you write a glowing letter but only check "good" for each area, that causes confusion as we compile the master objective assessment form.) Thank you for your time and please contact us if you have any questions or concerns.

Part 1 of recommendation form, objective assessment*:

	Outstanding	Excellent	Good	Average	Below Average	Cannot judge
Interpersonal Competencies						
Service Orientation: Desire to help others and sensitivity to others' needs and feelings						
Social Skills: Awareness of others' needs and feelings and ability to recognize and respond to behavioral cues						
Teamwork: Ability to work with others to achieve shared goals, works well as a team member						
Oral Communication: Ability to convey information to others as well as ability to listen effectively						

	Outstanding	Excellent	Good	Average	Below Average	Cannot judge
Intrapersonal Competencies						
Ethical Responsibility to Self and Others: Tendency to adhere to ethical principles and follows rules and procedures, demonstrates ethical and moral reasoning						
Reliability and Dependability: Fulfillment of obligations in a timely and satisfactory manner						
Resilience and Adaptability: Demonstrates an ability respond or perform well in difficult or stressful situations						
Thinking and Reasoning Competencies						
Critical Thinking: Ability to use logic and reasoning to problem solve						
Written Communication: Ability to convey information to others						
Science Competencies (for some recommenders, not all)						
Application of the scientific process to solve problems and formulate questions and answers						
Other						
Understanding of and motivation for the chosen profession						
Overall ranking of this applicant						

*Objective assessment was created with help from the AAMC Letter of Evaluation Guidelines, www.aamc.org

Letter writers, please sign below to certify that this is an honest and accurate assessment of the candidate:

Signature of Recommender

Date

Part 2 of recommendation form, subjective assessment:

Please attach a typed letter of recommendation to this form. This is a critical part of the application review. Be sure to provide an accurate assessment of the applicant's suitability for their chosen program. Professional programs do not expect any one letter writer to provide information about every characteristic of an applicant. A note on ideas about what things you could include in this letter is attached. **The attached letter must be on letterhead and include your signature.**

- Please email the **signed** documents to laurie.goll@marquette.edu
- If you are unable to send signed documents electronically, please send via **campus mail** to Laurie Goll, College of Health Sciences, Schroeder Complex, 244, or via **U.S. mail** to:
Laurie Goll, Pre-Health Advisor
Marquette University, College of Health Sciences
Schroeder Complex, 244
PO Box 1881
Milwaukee, WI 53201-1881

To the recommender: Please turn in letters for medical or dental school applicants by July 15. Please email laurie.goll@mu.edu if you know you will not meet that deadline.

Health Sciences Letter of Recommendation Service

Letter of Recommendation Form for Students

Please complete this form, as well as the activities sheet and your personal statement.

1. Full Name:

2. Hometown (city and state):

Fill this out

3. Year in school (junior, senior, post-bacc):

4. Undergraduate Major

- Athletic Training
- Biomedical Sciences
- Clinical Laboratory Science
- Exercise Physiology
- Speech Pathology
- Biomedical Engineering
- Biomechanical Engineering
- Other (please specify)



5. 2nd Major or Minor(s), if applicable:

6. Cumulative GPA at this time:

7. Cumulative SCIENCE GPA at this time (please refer to the pre-health website for instructions on how to calculate this if you do not know how):

8. Date you are registered for the MCAT, DAT or GRE:

Health Sciences Letter of Recommendation Service

9. NAMES OF RECOMMENDERS AND HOW YOU KNOW THEM (e.g. professor, research, supervisor...) Please review the letter requirements for each school to which you are applying. School requirements can vary, but most schools require 2 science professors (that you have had in class), a non-academic letter (e.g. doctor, dentist, employer), and one additional letter (e.g. a non-science professor that you have had in class).

1.

2.

3.

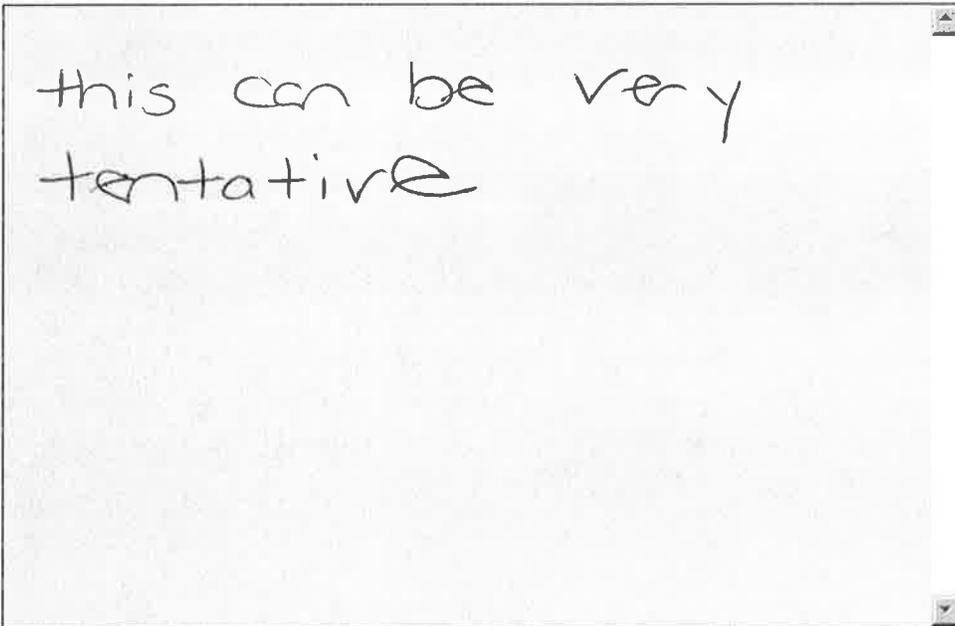
4.

5.

10. Date you plan to submit your primary application (it needs to be early June for pre-med or pre-dent students, regardless of when you plan on taking the MCAT or DAT or when your recommendations come in):

11. Type(s) of programs you will apply to (MD, DO, DDS, MD/PhD, early decision, etc.):

12. Schools to which you will apply:



this can be very
tentative

Student A

Experience Type (see below)	Experience Name	Start Date	End Date	Total Hours	Repeated?	Organization name	Contact's name and email	Brief Description of duties and what you gained from the experience
1. Leadership not listed elsewhere	Inducted Member and Secretary	01/2013	05/2013	8	No	Alpha Sigma Nu	Sally Smith; sally.smith@mu.edu	Alpha Sigma Nu (ASN) is an honor society comprised of students who attend Jesuit universities and exemplify the qualities of scholarship, leadership and service. As an inducted member, I participate in volunteer projects and network with ASN alumni. As secretary, I maintain records and meeting minutes, assist in planning events and participate in the member selection process. ASN gives me the opportunity to interact with other students who share common goals and ambitions. It also allows me to practice the Jesuit ideal of not only caring for oneself, but for others, too.
2. Honors/Awards/Recognitions	Inducted Member	10/2012	N/A	2	No	Psi Chi Psychology Honor Society	Sally Smith; sally.smith@mu.edu	Psi Chi is an honor society consisting of students who demonstrate a passion for the field of psychology. As an inducted member, I have gained access to information regarding the application of psychology in a variety of careers. I have also developed a deeper understanding of others and the important connection of psychology to healthcare.
3. Physician Shadowing/Clinical Observation	Shadowing with Dr. Smith	10/2012	N/A	6	No	West Allis Healthcare	Sally Smith; sally.smith@mu.edu	This shadowing experience was made possible by the Medical Society of Milwaukee Pre-Med Mentoring Program. While shadowing Dr. Smith, I observed patient consultations as well as pre- and post-surgical examinations. We discussed Dr. Smith's experience in medical school and her career as a physician. She stressed the importance of continued education and keeping up-to-date with the latest medical technologies. She also discussed her role as a small business owner in a private practice.

								I found this information valuable as I consider a future career in medicine.
4. Community Service/ Volunteer - Not Medical/Clinical	Volunteer	09/2012	05/2013	200	No	Global Environmental Brigades	Sally Smith; sally.smith@mu.edu	After a semester of preparation and fundraising, I traveled with 30 students to the small poverty-stricken village of Piriati Embera. This village is approximately four hours from Panama City near the border of Colombia. We spent our time on a reforestation project planting trees and coffee. This project will help repopulate farmland which has been destroyed by the community's practice of burning trash to dispose of its waste. Once the coffee is cultivated, it will provide a substantial source of income to the community, allowing it to become self-sufficient.
5. Teaching/Tutoring /Teaching Assistant	Human Anatomy Teaching Assistant	08/2012	12/2012	50	No	Marquette University College of Health Sciences	Sally Smith; sally.smith@mu.edu	I worked as a teaching assistant in a human anatomy model lab which consisted of approximately 60 students. I helped students identify anatomical structures and answered questions regarding course material. I also proctored exams and gave tours of the gross anatomy lab. Being a teaching assistant allowed me to use the knowledge I had gained from the course to teach and help other students be successful.
6. Physician Shadowing/ Clinical Observation	Shadowing with Dr. Smith	08/2012	N/A	8	No	Froedtert Trauma Center	Sally Smith; sally.smith@mu.edu	During this shadowing experience, I observed the trauma team caring for a patient with a self-inflicted stab wound to the abdomen. I witnessed the fast-paced environment of trauma care. Dr. Smith emphasized that a trauma physician needs to be able to make rapid assessments and initiate treatment promptly. This experience also showed me the various tasks that a physician must be able to balance such as patient observations, surgical procedures and charting.

7. Physician Shadowing/ Clinical Observation	Shadowing with Dr. Smith	05/2012	N/A	8	No	Wheaton Franciscan Healthcare	Sally Smith; sally.smith@mu.edu	I shadowed Dr. Smith as she conducted appointments with her patients at a medical office. I observed as she interacted with patients, performed physical examinations, made diagnoses and prescribed treatments. We also discussed many aspects of medicine including upcoming healthcare changes, workplace environment issues and her experience as both a physician and a mother.
8. Community Service/Volunteer - Not Medical/Clinical	Participant	03/2012	03/2012	170	No	Marquette Action Program	Sally Smith; sally.smith@mu.edu	On this week-long trip, I served as a teacher's aide for a Catholic grade school. I also toured Montgomery and learned about the Civil Rights Movement. This experience opened my eyes to the social injustices that persist in our country and the continued need to work towards eliminating them.
9. Community Service/Volunteer - Medical/Clinical	Clinical Coordinator	01/2012	05/2014	80	No	Saturday Clinic for the Uninsured	Sally Smith; sally.smith@mu.edu	As clinical coordinator at the Saturday Clinic for the Uninsured, I check in patients, manage appointments and organize paperwork. I have also shadowed medical students and physicians during patient exams. The clinic is unique because it provides free medical care and resources to individuals of Milwaukee who do not have health insurance. It also includes a health management program for individuals with chronic conditions such as diabetes and hypertension. This experience has provided me with a greater understanding of the role of a physician. It has also made me aware of the disparities that exist in healthcare and the continued need for programs to overcome them.
10. Research/Lab	Research Assistant	09/2011	05/2014	700	No	Marquette University Department of Biomedical Sciences	Sally Smith; sally.smith@mu.edu	Dr. Smith's lab focuses on researching cocaine addiction and schizophrenia. I began working in the lab as a volunteer. I assisted in cleaning, setting up experiments and entering data into the computer. After gaining lab skills, I began running behavioral

								experiments on rats to obtain data on the symptoms of schizophrenia related to cognition, anxiety and social behavior. These experiments are used to test several pre-clinical drugs that may have the potential to treat schizophrenia.
11. Honors/Awards/ Recognitions	Nursing Assistant Certificate Received	08/2011	N/A	120	No	College of Lake County	Sally Smith; sally.smith@mu.edu	To receive my nursing assistant certificate, I completed 95 hours of class work, along with 45 hours of on-site clinical training in a long-term care facility. I learned the skills necessary for a front-line healthcare worker including effective communication techniques, safety precautions, infection control procedures, resident rights and basic nursing skills. Through the certification process, I realized the invaluable role of a nursing assistant and gained an appreciation for the contribution of all healthcare team members to the well-being of patients.
12. Extracurricular Activities	Inducted Member	01/2011	05/2014	80	No	Alpha Epsilon Delta Pre-Health Honor Society	Sally Smith; sally.smith@mu.edu	Alpha Epsilon Delta selects members with an interest in and commitment to a future health profession. I am an inducted member both at the local and national level. Through my involvement in this organization, I have attended numerous presentations given by a wide variety of healthcare professionals. It has expanded my awareness and understanding of many possible career paths in healthcare and also provided me with shadowing opportunities.
13. Community Service/Volunteer - Medical/Clinical	Patient Companion and Staff Assistant	01/2011	12/2012	86	No	Aurora Sinai Medical Center	Sally Smith; sally.smith@mu.edu	At Aurora Sinai, I served as a patient companion and staff assistant on a cardiac unit and an inpatient therapy unit. I talked with patients, served meal trays, passed water and delivered personal care supplies. This experience allowed me to improve my conversational skills. It also familiarized me with the day-to-day operations of a medical center and showed me the importance of

								effective communication between all healthcare team members in order to ensure quality of care for all patients.
14. Leadership - Not Listed Elsewhere	Member and Public Relations Coordinator	08/2010	05/2014	180	No	American Medical Student Association	Sally Smith; sally.smith@mu.edu	The American Medical Student Association (AMSA) is a group committed to assisting students as they prepare for medical school. I am both a local and national member. I currently serve as the Public Relations Coordinator. I create and distribute advertisements for group events and manage the Facebook page for the chapter. I also work with the executive board to plan meetings and events such as suture clinics, blood drives, physician speakers and CPR clinics. My involvement with AMSA has provided me with useful information regarding the process of applying to medical school.
15. Leadership - Not Listed Elsewhere	Vice President	08/2010	05/2011	120	No	Cobeen Residence Hall Council	Sally Smith; sally.smith@mu.edu	As vice president, I assisted in planning fundraisers to raise money for charity organizations. I also participated in decorating the dorm for holidays and planning social activities to foster a sense of community among freshman residents. This experience enhanced my leadership skills and improved my ability to work as a team member.

Examples of what to write for Experience Type: Community Service non-medical, Community Service medical or health-related, Shadowing or observation, research or lab, paid employment (indicate medical or non-medical), award or honor, hobby, intercollegiate athletics, conference, leadership not listed elsewhere, publication, military service

*include
even though you
aren't filling out

(4)

For the Letter Writer/Recommender:

Thank you for agreeing to write a letter of recommendation for a Marquette University undergraduate student. Letters of recommendation are a **critical** part of the application process for health professions programs, and we appreciate your time and effort on behalf of our students. If you feel you cannot write a positive letter, please consider not writing one, and let the student know that. A negative or even a neutral letter of recommendation can and usually will keep a student out of their chosen profession, so please keep that in mind as you consider writing a letter. **Letters for medical or dental school applicants are due by July 15. If you know you will not meet that deadline, please email laurie.goll@marquette.edu.**

Medical and dental schools do not expect any one letter writer to provide information about every characteristic of an applicant. In fact, they require multiple letters specifically because no one letter writer is expected to know everything about an applicant. **Our pre-health office will take input from each individual letter writer's objective assessment form to create one comprehensive objective cover form for the letter packet.**

Below are some guidelines that may help you in writing your letter:

1. Provide an accurate assessment of the applicant's suitability for medical or dental school rather than advocate for the applicant.
2. Briefly explain your relationship with the applicant, how long you have known the applicant, and in what capacity you have interacted (e.g., professor, advisor, supervisor, etc.)
3. Quality is more important than letter length. Focus on the applicant rather than details about the lab, course, assignment, job, or institution.
4. **Only** include information on grades, GPA, DAT or MCAT scores *if* you are providing context to help interpret them. Grades, GPA, and MCAT or DAT scores are available within the application.
5. Focus on behaviors that you have observed directly when describing applicants' suitability for medical or dental school. Consider going into more detail about some of the criteria from the Objective Recommendation Form.
6. Please refer to the objective assessment form, and include any of those competencies at which you feel the student excels, and provide examples if possible. Please make sure that your responses on both the objective and subjective correlate (e.g. if you rate a student as "average" on the objective form but write a glowing subjective letter, that will cause confusion for the pre-health office when creating the master objective form, which is in part an average of all the letter writer assessments.)
7. Think about what you think this student will contribute to the incoming class or program, and include that in your letter.

If you have any questions or concerns, please contact:

Laurie Goll

Pre-Health Professions Advisor

College of Health Sciences, Marquette University

Schroeder Complex, 236

Laurie.goll@marquette.edu

(414)288-5053



- unofficial transcript
OR grad checklist

5

Unofficial transcript

Class schedules, calendars, grades & registration: Grades & transcripts: **Unofficial transcript**

Marquette University Unofficial Transcripts

Marquette does not produce unofficial transcripts. Current students have access to unofficial transcripts via CheckMarq. Graduates have access to CheckMarq for one year following graduation. Likewise, former students who did not graduate have access to CheckMarq for one year after the last term of attendance. The unofficial transcript is accessed with your Marquette CheckMarq credentials.

Step 1: Access the Student Center via CheckMarq

Click here for details.

Step 2: View Unofficial Transcript

In the drop-down menu of the Student Center's Academics section, select the Transcript: View Unofficial option and click the button.

The view unofficial transcript page appears.

View Unofficial Transcript

Choose an institution and report type and press go to view your report.

"this process may take a few minutes to complete, please do not press any other buttons or links while processing is taking place"

Academic Institution

Report Type

Information For Students

To obtain an Official Transcript, students must contact the Office of the Registrar.

VIEW A REPORT THAT YOU HAD PREVIOUSLY REQUESTED

Step 3: Report type

For Academic Institution, select Marquette University. For Report Type, select Complete Information by Career.

Click the go button.

Step 4: Unofficial transcript

Your unofficial transcript may take a few moments to appear.

Previous reports

You can review previous unofficial transcripts by clicking the View a Report That You Had Previously Requested button. Doing so will provide a list of previous unofficial transcripts you have requested.

Click the go button beside any previous request to see your transcript as it appeared on the date you requested it.

ABOUT THE OFFICE OF THE REGISTRAR

The Office of the Registrar is the official keeper of academic records including course registrations, grades, transcripts and diplomas.

Find information about...

- Snapshot of the schedule of classes
- Calendars/exam schedules
- Course registration
- Grades and transcripts
- Diplomas
- Veterans benefits
- Summer studies
- Degree progress

Trouble finding something? Contact the Office of the Registrar

Class schedules, calendars, grades and registration

- Snapshot of classes
- Schedule of classes (via CheckMarq)
- Calendars/exam schedules

Financial aid, scholarships, student assistance and employment

- Course registration
- Grades and transcripts
- Academic Policies
- Academic Forms
- Diplomas

Tuition, housing fees, billing and payment

- How Do I...?
- Degree Progress
- Veterans benefits
- Summer Studies



A very rough draft of your personal statement needs to be in the packet. Why do you want to be a doctor, dentist, etc? This can be done many ways, and you can look online or visit our Writing Center for ideas.

It's important to address only this, and not any deficiencies in your record. The personal statement is only supposed to address why you want to pursue this health profession. You can and should talk about experiences that have helped you discern this path, but the personal statement should not simply reiterate your activities.

optional but helpful

7

Name: _____

Questionnaire/Reflection

You may customize and send each recommender a different set of answers/reflections or you can use one for each recommender. Keep in mind that writing a letter of recommendation takes a significant amount of time and effort, so giving your recommenders as much information about you and what you hope they include in their letter helps tremendously as they write your letter.

1. What positive traits or abilities do you hope the recommender writes about? For example, are their specific abilities you demonstrated in his/her class, or in other conversations/meetings you had outside of the classroom? For non-academic recommenders, what traits do you think he/she observed in interactions with you?

2. Are there themes or ideas you want emphasized in your letter? Are there certain facts or examples you would like the recommender to mention or ignore? Are there weaknesses or concerns in your application that you would like the recommender to address?

Attach a rough draft of your personal statement. Please refer to individual application websites (AADSAS, AMCAS, AACOMAS) for character limits. The main prompt is "Why do you want to be a (doctor, dentist), and why would you be a good one?" It usually amounts to about one page single spaced.