

**From:** Graves, Gina G.  
**Sent:** Monday, July 15, 2013 5:55 PM  
**To:** UMHS - MU Med School 2014  
**Cc:** Brown, Rachel M.; Gay, John W.; Hoffman, Kimberly  
**Subject:** FW: Update: MSPE website

**One more excellent question to address:** When you submit your MSPE draft, I am automatically notified. I will then assign the letter to a committee member for review. The committee then meets as a group twice a week at which time reviewers will present the MSPEs they were assigned, covering as many as time allows; student requests and edits are discussed by the group at this time. Once the draft is approved by the committee, you will receive notification that your MSPE is ready for your review and acceptance. Letters are reviewed by the committee as they are received; we do not wait until the August 9 deadline and then review all of them. MSPE submission and approval dates do not alter the release date, which remains the national release date of October 1 for all MSPEs.

**From:** Graves, Gina G.  
**Sent:** Monday, July 15, 2013 5:24 PM  
**To:** UMHS - MU Med School 2014  
**Cc:** Brown, Rachel M.; Gay, John W.; Hoffman, Kimberly  
**Subject:** Update: MSPE website

Good afternoon!

I hope by now that everyone has had a chance to log in to the MSPE site and take a look at the site. Let me know if you have any technical difficulties. If you have not logged in as yet, please do so as soon as possible so that we know that you can at least access the site without difficulty.

I wanted to address a few questions that I've received:

- The **activities page** in the personal information section does not print as a separate page in your MSPE. The committee uses this information to help determine your overall performance. You can include any of the activities and other information in your unique characteristics paragraph as space allows, if you wish to do so.
- For **publications and presentations** verification, you may email me the link or PPT or poster abstract for the required documentation.
- **Pre-clinical comments** can be *minimally* edited for flow and repetitive language—but the content cannot be altered in any way, which is why we say if you are going to use a statement, use it verbatim.
- **Clinical comments** cannot be edited by students; however, you can request edits be made by the committee. When you click 'Submit MSPE' a text box will appear with the instructions *"Please enter any additional comments or concerns you would like to include for the committee to consider. These comments will not be displayed on your final MSPE letter."* When the reviewer opens your MSPE, this is the first screen they will see; they will take your comments into consideration as they are reviewing your MSPE and then present your requests to the committee for approval.

- **The last day to submit grades is September 20** as is listed on your M4 Timeline. Grades received after this time can be added as an addendum at a later date by the OME.
- **For resources and to see an example of a completed MSPE**, check out the CATSA website. <http://medicine.missouri.edu/catsa/> After you log into the site, look under 'Sections' on the right hand side, then click on 'MSPE (Dean's Letter)'. Scroll down to see Resources and Samples (highlighted in blue text).

**The deadline to submit your MSPE draft is Friday, August 9, 2013.**

**After you submit your draft, the MSPE Committee will:**

- Review/edit Unique Characteristics paragraph
- Review/edit Preclinical comments
- Review/edit Clinical comments
- Make assessment and evaluate students in an overall performance category.

After your letter has been reviewed by the committee, you will receive email notification which will give you instructions on how to finalize your MSPE. Remember, this is an evaluation not a recommendation. You can make requests on what you would like included or omitted, but the committee will make the final decision.

If you have any questions, feel free to contact me.

Thanks everyone!

Gina