

From: Graves, Gina G.
Sent: Friday, June 28, 2013 6:06 PM
To: UMHS - MU Med School 2014
Cc: Brown, Rachel M.; Gay, John W.; Neff, Suzanne E.; Tucker, Naomi M.
Subject: The MSPE website will open on July 10, 2013.

The MSPE website will open on July 10 for you to begin working on your draft. There will be a link to the MSPE site on your Student Home Page. (please note that optimal function of the site is with ie browser)

The site is fairly intuitive; however, we have planned a couple of Q&A/work sessions for anyone who would like to attend – Wednesday, July 10 5:30-6:30 p.m. in M105 and again on Thursday, 12-1 p.m. in M105. Bring your laptop so that you can access the site from your student home page. We will do a walk-thru and answer questions as we go. For those of you offsite, please feel free to call or email me with your questions.

Once the site opens, I will be monitoring my email closely during the evening and throughout the weekend hours. If you have questions or encounter a problem with the site, shoot me an email. I may not respond immediately, but I will respond in a timely manner.

For your reference, I have attached the M4 timeline which lists deadlines, and two additional documents which you might find informative – one is Appendix E which will be attached to your MSPE; the second is the criteria used by the committee to judge overall rating.

The rest of this email will make more sense once you're able to view the site but I thought I'd send it anyway for preparation. I will send it again once the site opens.

Unique Characteristics

You are required to complete this section. You will find examples of unique characteristic paragraphs on the MSPE web site. Characters are limited number (1600) so you will want to be concise. The MSPE Committee will review, but may or may not edit this paragraph.

You will want to include:

- Activities you have been involved in during medical school (not prior to med school).
- Any research, publication, and presentations can be mentioned in this section; however, if listed we require documentation from you to include in your academic file (e.g., an abstract or web site where the information can be verified).
- Student Organization and community service
- Level 3 Community Integration Project offered through AHEC
- Conley or Bryant status
- AOA status

Pre-clinical evaluation comments

You will condense the pre-clinical evaluation comments to one paragraph. Comments are all listed within the site.

- Comments used must be listed as they appear in the evaluation (verbatim).
- MSPE Committee will verify comments for accuracy and editing, if needed.

Please be aware that pages will only maintain their data for up to four hours. A website being open longer than four hours may cause loss of data. Be sure to save your draft as you work through it. You can exit the site and return at a later time to finish if you need to do so.

The process of creating a MSPE requires that you meet with your advisor who will review your draft and offer insight and suggestions. You can print a copy of your draft and meet face to face with your advisor, or you may email him/her a copy. Your advisor can offer valuable insight which will enhance your letter.

Once your advisor has reviewed your draft, you may submit the letter to the MSPE Committee.

If you would like to address the MSPE committee regarding any concerns or specific evaluation comments, you will have the opportunity to do so prior to submitting your MSPE on the "Submit MSPE" page. Your comments in this section will not appear in the MSPE, but will be the first page visible to the committee when they review your letter.

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

After you submit your letter, 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.

Thank you!

Gina

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