Please take notes and remember to sign in
• Appointments must be scheduled through Jennifer Clifford. Please check Nexus for announcements on meetings, internships, research/clinical opportunities prior to making an appointment. Many of you have not been in Nexus in awhile.

• Thursday January 26 Workshop by Writing Center on writing the Application Essay (common hour) Library Learning Lab, Room 232

• NHS summer 2017 deadline is tomorrow! (Questions should be referred to Prof. Brad Hays haysb@union.edu)

• Joan Nicole Prince Home Training Tuesday, January 31st and Thursday February 2nd (4:00 PM—9:00 PM) at the home. You must contact Volunteer Coordinator, Anna Fraher at 346-5471 or volcoorjnp@nycap.rr.com. See www.joannicoleprincehome.org for more information.

• Hospice Training to be offered in February: If you would like to learn more about the application/interview process, call Paula Symanski, Coordinator of Volunteer Services, The Community Hospice, 518-831-4802 or e-mail her at PSymanski@communityhospice.org.

• Utilize Becker Career Center resources (e-recruiting). They will offer 3-4 paid summer internships (approx. $3,000 for 300 hours) to work at a non-profit (i.e. Hometown Health, Hospice, Bethesda House, City Mission, Visiting Nurses Association etc…) if you obtain the agency’s support.
Trip to NYC to visit professional schools (Friday April 28th)
2 Scholarship Opportunities

**Obenzinger Scholarship** (must be sophomore or junior receiving financial aid)

- The amount of the scholarship for the 2017/18 academic year will be approximately $37,000 to be used toward meeting your financial need as measured by the FAFSA and CSS Profile.
- Any need in excess of the Obenzinger Award will be met with Union College Scholarship, eliminating your need-based loans.
- $1,000 cash at prize day in 2018
- Paid work-study position doing public health-related work
- Must be either a Sophomore or Junior who plans to apply to allopathic medical (MD) schools

**Harold and Ellen Nagorsky Memorial Prize**

- to the premedical student who is in the junior class and contributes the most to the Union College community through extracurricular activities.
- $1200 prize to be awarded this year May 2017 at Prize Day

Both Prizes require that you complete an application (available on our Nexus site or in our office located in Bailey Hall 101)
Goals of Today’s Meeting

At the completion of the meeting, you should be able to...

• Articulate what a “committee letter” is and the process required to obtain one in support of your professional school application

• Assess whether you are ready to go through committee review this year

• Realistically estimate your “cohort” year (earliest year you would likely begin professional school and draft a timeline of necessary steps to launch an application)

• Understand the steps required to initiate committee review and secure your materials in the future
What is a committee letter?

Why do I need one?

Who writes the letter and how?
What is discussed in the committee letter?

- Motivation for Medicine/Clinical Background
- Involvement in extracurricular activities and leadership roles that you have held
- Interpersonal characteristics
- Academic record
Who Writes the Committee Letter and How?
Health Professions Advisory Committee (HPAC)

Prof. Weisse, Director-Health Professions Program
Prof. Beaton, Asst. Director-Health Professions Program
Dean Wunderlich, Dean of Studies
Prof. Cohen, Biology
Prof. Kehlbeck, Chemistry
Prof. LaBrake, Physics
Prof. Olberg, Biology
Prof. Rosenthal, Math
Matt Milless, Director of Student Activities
Prof. Anderson-Hanley, Psychology
Committee Letter is Based Upon the Following Sources:

• On-line portfolio outlining grades, experiences, and goals via personal statement (you provide this)

• Evaluation letters to be submitted to our office (faculty provide this)

• Information from 2, 1-hour interviews to be conducted in the spring (committee members provide this)
Are You the Best You Can Be?

Committee Review is Only Done Once.
<table>
<thead>
<tr>
<th>Evaluation Grid</th>
<th>Outstanding Top 2%</th>
<th>Excellent Top 10%</th>
<th>Good Top 25%</th>
<th>Fair Next 25%</th>
<th>Poor Lower 50%</th>
<th>Unable To Judge</th>
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<tbody>
<tr>
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<td>Ability to work with others</td>
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<td>Familiarity with field/Clinical Background</td>
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### Overall Committee Rating

(These math/science GPA ranges are approximations!)

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<tr>
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<th>Recommendation</th>
<th>Academic Abilities</th>
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<td></td>
<td>Recommended very highly</td>
<td>3.8+ bcpm</td>
</tr>
<tr>
<td></td>
<td>Recommended highly</td>
<td>3.5-3.8 bcpm</td>
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<tr>
<td></td>
<td>Recommended</td>
<td>3.0-3.5 bcpm</td>
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<tr>
<td></td>
<td>Recommended with reservations</td>
<td>2.75-3.0 bcpm</td>
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<tr>
<td></td>
<td>Credentials Presented for Consideration</td>
<td>&lt;2.75 bcpm</td>
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MCAT

- Recommend resources by the makers of the test (AAMC)
- Additional resources are available at the library reference desk under “Weisse” (old and new MCAT)
- Practice, practice, practice
<table>
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<th>Class Year</th>
<th>Processed</th>
<th>MCAT</th>
<th>New MCAT</th>
<th>BCPM</th>
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## Accepted MD 2016 Cohort

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## Accepted DO 2016 Cohort

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In addition to grades...

Genuine, heartfelt, sustained service that includes exposure to patients.

Albany Medical College is seeking candidates who have about 1,000 patient hours
Who should seek committee review this year?

- Seniors and Juniors with competitive grades and significant clinical outreach and service who hope to begin fall 2018.

- Sophomores eligible for early assurance programs.

If your math/science GPA < 3.0 or you have had much patient contact or been involved in community outreach, the committee recommends a deferral of HPAC review.
What if you are not ready to apply?

– You can still solicit reference letters to place in your file. To retain your file in our office, you will need to complete the Health Professions File Retention Form.

– Establish plans for addressing any deficiencies. For example, if grades are low, consider post-bac or graduate programs (https://apps.aamc.org/postbac/#/index).

– If lacking in clinical experience, consider seeing out clinical work during gap year(s)

– Consider other options (other health professions? Foreign schools?)

…doing a gap year has been a fantastic path to medical school, so far. With all of the travelling and expenses associated with applying, I would have struggled mightily had I attempted to do this during the school year… I didn't really think doing a gap year would be good for me, and neither did my parents. But, that was the way it went and it has been great. ~2015 Graduate
What do students do when they are competitive but will do a gap year?

Check out the list of Opportunities on our Nexus site

• Research, Fellowships (Fulbright, Minerva, Watson)
• Education-Pursue graduate degree
• Service, Volunteer
• Clinical experience
If You Are Ready To Apply…
Suggested Timeline:

Health Professions Advisory Committee Timeline

All of the following steps must be completed before the committee will write on your behalf and release a committee letter to your designated schools. Please pay attention to deadlines.

January

- Attend the informational meeting and submit your Health Professions Advisory Committee Request for Review & File Retention forms located on the Health Professions Office website.
- Distribute your Health Professions Evaluator Instructions sheet along with the Health Professions Evaluator Forms to all evaluators (at least 2 from sciences).
- Follow multi-step instructions provided via e-mail to activate and then begin HPAC online portfolio.

February

- Complete on-line portfolio (see resources in Nexus & website on preparing essay).

March

- Faculty Evaluation letters are due by noon on the FIRST FRIDAY of March.
- Submit the completed HPAC on-line portfolio by NOON on the FIRST MONDAY of MARCH.

March/April

- Complete both HPAC interviews following deadlines/instructions provided via e-mail.

April/May

- Take admissions tests (i.e. MCAT, DAT, OAT etc...).

May

- Attend the mandatory meeting on application process. Make final decision on application after reviewing test scores and begin application (i.e. AMCAS, ACOMAS, AADSAS etc..). Put in transcript requests with registrar’s office.

June

- Provide a copy of your completed, submitted application along with letter request forms to Jennifer in the Health Professions Office.

July

- Submit all secondary applications.
Evaluation Letters

• Complete your portion of the evaluation form (separate waiver) and sign it before giving it to your evaluator. Waiver forms must match. These forms can be accessed through Nexus, our webpage (www.union.edu/medicine), and the on-line HPAC portfolio.

• No more than four letters: 2 science, up to 2 non-science (cannot be member of the HPAC committee)

• Only ask people who know you well and whom you think can speak to your suitability for a career in medicine

• Consider providing evaluators with relevant information

• Reference letters are due the first Friday of March

NOTE: letters submitted to our office can only be sent to professional schools and not other programs (i.e. research, grad school, internships/scholarships, post-bac programs etc.).
How Do I Initiate Review?
(2 STEP PROCESS)
HPAC Portfolio Only available in February

1. Go to the Health Professions Office website to complete the two on-line forms (HPAC committee request for review, File retention)

2. Upon completion of both forms, you will receive an e-mail from health_pro@union.edu that will contain instructions on how to access the on-line portfolio. [3 business days]

Check Spam
This is what the home page will look like

- Sign back into the application periodically to see if the Application button appears in the upper right corner. Jen has to manually change your status to an active applicant in the system.

- Make sure to read the “Help” page carefully. Give yourself 10-15 minutes for the first time working on the application because you need to fill in all of the required fields (indicated by a * red asterisk) before hitting the SAVE button. The information that you enter at this point can simply be filler information because you will be able to go back in and edit everything any time you want.
Tips when completing on-line application

• Carefully read and follow the instructions in the online application.

• Required fields have a red asterisk. Task #1 is to enter a value in all required fields on each page and select the Save button at the bottom.

• Save your information in a separate Text Pad or Word Pad document.

• Don’t wait until the last minute to work on the application.
Are you in the Leadership in Medicine Program? *

- no
- yes

First Name *

Middle Name

Last Name *

I affirm that this application has been completed in compliance with the Union College Honor Code. *

I acknowledge that the committee to which I submit my portfolio will verify records of my disciplinary points and Academic Honor Code violations with the Dean of Students office and the Dean of Studies office.

I acknowledge that the committee to which I submit my portfolio will verify records *

I acknowledge that an institutional action includes sanctions for Honor Code violations issued after either hearings or Chair-Dean Reviews as well as the assignment of points even if they were later reduced. You must briefly explain each instance, the date(s) of occurrence (MM/YYYY), and any sanctions and/or points assigned.

I acknowledge that an institutional action includes sanctions for Honor Code violations *

I acknowledge that it is my responsibility to verify all of my institutional actions with both offices (Dean of Students, Dean of Studies) before submitting my portfolio for review by the respective committee.

I acknowledge that it is my responsibility to verify all of my institutional actions with the Dean of Students & Dean of Studies *

Anticipated graduate health profession school start date *

Campus Phone *
Institutional Action

"Were you ever the recipient of any institutional action by any college or medical school for unacceptable academic performance or conduct violation even though such action may not have interrupted your enrollment or required you to withdraw?"

“You must answer ‘Yes’ even if the action does not appear on or has been deleted from your official transcripts due to institutional policy or personal petition.”
Institutional Action

• Any and all points ever received must be reported (you may want to verify with Dean of Students office)
• Any honor code violations (Dean of Studies)
• Any conduct issues

• Medical schools expect applicants to be completely forthcoming.
A memorable and well-written essay takes time and reflection…

• Pull together the highlights of your accomplishments/experiences relevant to medicine over the last 4 years before drafting your “story”
• Review resources on writing a compelling essay in Nexus
• Get help (i.e., Becker, Writing Center) and make several revisions
• Keep in mind that it is not really a “personal” statement
FREE WRITING WORKSHOP!

Thursday, January 26th (Common Lunch Hour)
Library Learning Lab, Room 232

RSVP via link:
https://goo.gl/forms/aLb3ndLIXl6KY9jk2

(space is limited)

Come and learn about the art of composing an effective essay for your application to medical programs and for your Health Professions Advisory Committee (HPAC) Review during this interactive workshop. You must rsvp in advance.

Presented by: Joseph Johnson, Director of Writing Programs
Next meeting will be in May

• Discuss how to complete applications (AMCAS, AADSAS etc…)
• Discuss how to establish a list of schools to which to apply
• Review procedures for ensuring that your committee letter gets sent to schools
• Hear from students who applied last year
Please Ask Any Questions Now