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**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).

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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:

Student A - Sample Activity Log

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| 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. |

You will copy and paste this into AMCAS, AACOMAS or AADSAS.

The descriptions are important:

1) Describe the place or activity
2) Briefly explain your role

3) Briefly discuss what you learned or gained from the experience.

| | | | | | | | | |
|---|----------------------------------|---------|---------|-----|----|---|---------------------------------|---|
| | | | | | | | | 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. |

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|---|--------------------------|---------|---------|-----|----|--|---------------------------------|---|
| 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 |

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|--|--|---------|---------|-----|----|--|---------------------------------|--|
| | | | | | | | | 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 |

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|---|---------|---------|--|--|--------------------------------------|------------------------------------|---|
| | | | | | | | effective communication between all healthcare team members in order to ensure quality of care for all patients. |
| Member and Public Relations Coordinator | 08/2010 | 05/2014 | | | 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. |
| Vice President | 08/2010 | 05/2011 | | | Cobeen Residence Hall Council | Smith; 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

How to print out your unofficial transcript

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Unofficial transcript


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

Current MU 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 | <input type="text" value="Marquette University"/> | <input type="button" value="go"/> |
| Report Type | <input type="text" value="Complete Information by C"/> | |

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. Then print it out.

Name: _____

Applicant Questionnaire/Reflection/Motivation

1. What positive traits or abilities do you hope the recommenders write 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? Please use the space below to address each letter writer individually:

2. What are some of your reasons for pursuing this profession?