

Instructions for Completing the JCU HPAC Interview Application Packet

This application packet must be completed in order to interview with the Health Professions Advisory Committee. Read through this entire packet before you start filling out information.

1. Fill in the information requested on the front of the form on page labeled Basic Info.
2. Attach a recent photograph in the space indicated when you return it to me. This will help refresh my memory about you as I write your letter(s) and it will let your committee members know who you.
3. Use the Worksheet to calculate your science and math GPA. This number will go in the line labeled BCPM (**b**iology, **c**hemistry, **p**hysics, **m**ath) GPA on the Basic Info page. All BCPM courses, regardless of where you completed them, should be included. Submit the calculation sheet with the rest of the application packet. A quality point chart can be found on page 111 of the 2013-2015 Undergraduate Bulletin. You may also submit an Excel spreadsheet as long as the courses (with grades) you have taken to calculate the GPA are listed. Many on-line programs are also available to help calculate your BCPM GPA, but we still need to see those courses/grades listed.
4. Complete the ***Experience in Healthcare*** form and submit it with the completed interview packet. This should include all shadowing and clinical experiences you have had. Indicate the educational degree of the person you were shadowing (MD, DO, DDS, etc). Volunteer experiences (unpaid) and jobs (paid) at hospitals, clinics, and health facilities should be described in the spaces indicated with a brief description of your responsibilities and activities.
5. Prepare a year-by-year list of your other extracurricular activities, which should include volunteer and charitable work, athletics, recreation, organization memberships and offices held, and special projects on which you have worked. Your experience with internships, study abroad, awards, research beyond laboratory coursework, and other achievements should be listed in the separate section as indicated. Please list dates and amount of time spent at each activity where applicable, along with a short description.
6. Prepare a list of all of the paying jobs you have held while a student at JCU. Please indicate which have been summer jobs and which have been jobs held during the academic school year and give dates of employment and approximate hours per week worked.
7. Ask two persons who have taught you in a course recently to complete a reference form for you. If you are new to JCU and don't have access to two letters from faculty, one of those letters can be from someone you have worked with who knows your personal qualities and characteristics. Additional comments are helpful! They can put them on the back of the form or write an additional letter. If a professor has written a previous letter for you for a scholarship, employment, or award, they can attach that letter to the form.
Note: These letters should be returned to me by the person completing the form or else given to you in a sealed envelope with their signature over the seal, not with the rest of your materials.
8. Read and complete the Waiver form and submit it with the completed application packet.
9. Prepare your personal statement. You should state when and how your interests in this healthcare profession developed. You should also state what measures you have taken to finalize this profession as our career choice, what makes you a good candidate for professional school, and why you will be successful in this profession. You should show evidence of personality traits or experiences that support your statements about being a good candidate for professional school and the profession. Additional tips and guidelines for writing the personal statement are found in this packet.

Note: Many students use this statement as the beginning of the statement they will submit with their med/dental/optometry/vet school application. If you intend to use the same or a similar statement with your professional school application, you should be sure to utilize the JCU Writing Center and/or the professorate of JCU to help you polish this statement. Dr. Lewandowski and I will also help review and provide feedback about personal statements.

10. Obtain a copy of your transcripts (an unofficial web transcript from Banner is fine but not a degree evaluation) and include it with your interview packet. If there were special circumstances that affected your academic progress or success (illness, personal tragedy, etc), you may want to include that information on a separate sheet or as part of your personal statement

This packet, 2 reference forms, transcripts, and personal statement must be completed and returned to the Pre-Health Office no later than January 23, 2015 in order to be considered for an interview in the spring of 2015. An interview is necessary for a committee letter to be written and submitted on your behalf to a health professions program as part of the application process.

John Carroll University – Pre-Health Professions – Basic Info

To be completed by the student: Please type or print legibly. The information provided below will facilitate the interview process and will be kept confidential.

Name: _____ e-mail address: _____

Address where you can be reached pertaining to this interview process:

_____ (street) _____ (City) _____ (State) _____ (zip code)

Home Address: _____ (street) _____ (City) _____ (State) _____ (zip code)

Phone number where you can be reached regarding this application process: _____

People who will be submitting evaluation forms for you: _____

Academic classification: Junior Senior Post-bac other Banner user ID# _____

Month/year of expected graduation: _____

Major field(s) of study: _____ minor _____

Concentration _____ Other Credentials (Arrupe, Honors Program, etc) _____

Overall GPA _____ BCPM GPA _____ MCAT/DAT/OAT score (if taken) _____

To what type of professional school are you planning to apply?

- Allopathic Medical school (MD) Osteopathic Medical School (DO) Dental schools (DDS or DMD)
- Veterinary medicine (DVM) Podiatric medicine (DPM) Optometry (OD) Physical therapy (DPT)
- Anesthesiologist Assistant Chiropractic Physician Assistant Nursing other (specify) _____

Are any members of your family healthcare professionals? If so give relationship and profession:

Do not write inside this box

COMMITTEE MEMBERS

Date of Interview: _____

Time of Interview: _____

Place of Interview: _____

Put your picture here.

**Worksheet For
Calculation of BCPM GPA**

Note: Be certain to list both the lecture and the lab where applicable. You must include all science and math courses whether taken at JCU or not.

Course	No. Credits	Letter Grade	Quality Points
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

total credits: _____ total quality points: _____

Divide total quality points by total credits = _____ GPA

Do not forget to attach a copy of your transcript (it does not need to be an official transcript, but if you print something off of BannerWeb, do not do a degree evaluation).

Healthcare Experiences

Please complete the information below to the best of your ability. Start with the most recent experience.

A. List the career shadowing experiences you have had.

1. _____
(name of healthcare professional, degree, and specialty)

(location)

(time frame, e.g., summer 2012 1 week 4hrs/day)

2. _____
(name of healthcare professional, degree, and specialty)

(location)

(time frame, e.g., summer 2012 1 week 4hrs/day)

3. _____
(name of healthcare professional, degree, and specialty)

(location)

(time frame, e.g., summer 2012 1 week 4hrs/day)

4. _____
(name of healthcare professional, degree, and specialty)

(location)

(time frame, e.g., summer 2012 1 week 4hrs/day)

B. List any healthcare related volunteer experiences you have had.

5. _____
(name of facility and location)

(brief description of your activities)

(time frame, e.g., summer 2012 1 week 4hrs/day)

6. _____

(name of facility and location)

(brief description of your activities)

(time frame, e.g., summer 2012 1 week 4hrs/day)

C. List any healthcare related jobs you have had.

7. _____

(name of facility and location)

(brief description of your activities)

(time frame, e.g., summer 2013 1 week 4hrs/day)

8. _____

(name of facility and location)

(brief description of your activities)

(time frame, e.g., summer 2013 1 week 4hrs/day)

YOUR EXTRACURRICULAR ACTIVITIES

Include a short description of your volunteer and charitable work, athletics, recreation, organization memberships and offices held, and special projects on which you have worked.

YOUR OTHER EXPERIENCES

Include internships, study abroad, awards, research, and other achievements; please list dates and amount of time spent at each activity along with a brief description.

PAID EMPLOYMENT

Prepare a list of all of the paying jobs you have held while a student at JCU. Please indicate which have been summer jobs and which have been jobs held during the academic school year. Give dates of employment and numbers of hours per week worked.

Wavier

I request that you write a letter of evaluation/recommendation to be sent to the professional schools to which I am applying. I am fully aware that the Health Professions Advisory Committee's candid evaluation of my abilities as they pertain to academics, conception of the profession to which I aspire, decision-making skills, social awareness, interpersonal and social skills, and other character qualities will be included in this letter of assessment. Moreover, this information, along with the information that I willingly provide in this packet will be held in strict confidence by the Health Professions Advisory Committee members and the Chair or Director of the Pre-Health Professions Program and will not, therefore be revealed to me or persons outside the committee who are not members of the admissions committee of the receiving institution. My signature on this form indicates that I have read this waiver and hereby release and exonerate all such sources having control of information about my records from any and all liability of every nature and kind pertaining to the furnishing of such information. I am aware that a copy of this information and the letter derived from it will be kept on file 5 years from the date of submission.

DATE: _____

SIGNED: _____

PRINT NAME: _____

I understand that I must request that a letter be sent to each individual school or application service. I understand that the letters are generally sent directly to a central application service or school and that it is my responsibility to notify the Chair of the Pre-Health Professions program of any school or program specific requirements. All such requests should be made via e-mail.



Pre-Health Professions Studies Program

Inform Guide Support

From: Dr. Kathy Lee Dolan Center for Science and Technology, Rm. W206
 (216) 397-4491 klee@jcu.edu Fax: (216) 397-4482

Your Name: _____

Place and X in the box to indicate times you absolutely cannot attend a 50-minute HPAC committee meeting in the spring semester.

	Monday	Tuesday	Wednesday	Thursday	Friday
8am					
8:30					
9am					
9:30					
10am					
10:30					
11am					
11:30					
12N					
12:30					
1pm					
1:30					
2pm					
2:30					
3pm					
3:30					
4pm					
4:30					

Writing the Personal Statement

There are a number of books and resources available. An excellent source of help is a book available: Richard Stelzer's **How to Write a Winning Personal Statement for Graduate and Professional School** (Princeton, NJ: Peterson's Guides, 1989).

The book has guidelines for writing, examples of successful statements, and advice from admissions officers. This handout summarizes Stelzer's guidelines and contains a few of the examples he includes of statements and admissions officers' advice. If you wish to read more and do not want to purchase the book, it is available in John Carroll's Library. Many website also provide advice on writing a personal statement such as: <http://www.kevinmd.com/blog/2013/04/writing-medical-school-personal-statement-tips-myths.html>

The personal statement is your opportunity to sell yourself in the application process and generally falls into one of two categories:

1. The general, comprehensive personal statement: This allows you maximum freedom in terms of what you write and is the type of statement often prepared for standard medical or law school application forms.
2. The response to very specific questions: Often, business and graduate school applications ask specific questions, and your statement should respond specifically to the question being asked. Some business school applications favor multiple essays, typically asking for responses to three or more questions. Many secondary medical school applications will ask more specific questions.

Questions to ask yourself before you write:

- What's special, unique, distinctive, and/or impressive about you or your life story?
- What details of your life (personal or family problems, history, people or events that have shaped you or influenced your goals) might help the committee better understand you or help set you apart from other applicants?
- When did you become interested in this field and what have you learned about it (and about yourself) that has further stimulated your interest and reinforced your conviction that you are well suited to this field? What insights have you gained?
- How have you learned about this field--through classes, readings, seminars, work or other experiences, or conversations with people already in the field?
- If you have worked a lot during your college years, what have you learned (leadership or managerial skills, for example), and how has that work contributed to your growth?
- What are your career goals?
- Are there any gaps or discrepancies in your academic record that you should explain (great grades but mediocre LSAT or GRE scores, for example, or a distinct upward pattern to your GPA if it was only average in the beginning)?
- Have you had to overcome any unusual obstacles or hardships (for example, economic, familial, or physical) in your life?
- What personal characteristics (for example, integrity, compassion, persistence) do you possess that would improve your prospects for success in the field or profession? Is there a way to demonstrate or document that you have these characteristics?
- What skills (for example, leadership, communicative, analytical) do you possess?
- Why might you be a stronger candidate for graduate school--and more successful and effective in the profession or field than other applicants?
- What are the most compelling reasons you can give for the admissions committee to be interested in you?

General advice

Answer the questions that are asked

- If you are applying to several schools, you may find questions in each application that are somewhat similar.
- Don't be tempted to use the same statement for all applications. It is important to answer each question being asked, and if slightly different answers are needed, you should write separate statements. In every case, be sure your answer fits the question being asked.

Tell a story

- Think in terms of showing or demonstrating through concrete experience. One of the worst things you can do is to bore the admissions committee. If your statement is fresh, lively, and different, you'll be putting yourself ahead of the pack. If you distinguish yourself through your story, you will make yourself memorable.

Be specific

- Don't, for example, state that you would make an excellent doctor unless you can back it up with specific reasons. Your desire to become a lawyer, engineer, or whatever should be logical, the result of specific experience that is described in your statement. Your application should emerge as the logical conclusion to your story.

Find an angle

- If you're like most people, your life story lacks drama, so figuring out a way to make it interesting becomes the big challenge. Finding an angle or a "hook" is vital.

Concentrate on your opening paragraph

- The lead or opening paragraph is generally the most important. It is here that you grab the reader's attention or lose it. This paragraph becomes the framework for the rest of the statement.

Tell what you know

- The middle section of your essay might detail your interest and experience in your particular field, as well as some of your knowledge of the field. Too many people graduate with little or no knowledge of the nuts and bolts of the profession or field they hope to enter. Be as specific as you can in relating what you know about the field and use the language that professionals use in conveying this information. Refer to experiences (work, research, etc.), classes, conversations with people in the field, books you've read, seminars you've attended, or any other source of specific information about the career you want and why you're suited to it. Since you will have to select what you include in your statement, the choices you make are often an indication of your judgment.

Don't include some subjects

- There are certain things best left out of personal statements. For example, references to experiences or accomplishments in high school or earlier are generally not relevant or wise to include. Don't mention potentially controversial subjects (for example, controversial religious or political issues).

Do some research

- If a school wants to know why you're applying to it rather than another school, do some research to find out what sets your choice apart from other universities or programs. If the school setting would provide an important geographical or cultural change for you, this might be a factor to mention.

Write well and correctly

- Be meticulous. Type and proofread your essay very carefully. Many admissions officers say that good written skills and command of correct use of language are important to them as they read these statements. Express yourself clearly and concisely. Adhere to stated word limits.

Avoid clichés

- A medical school applicant who writes that he is good at science and wants to help other people is not expressing an original thought. Stay away from often-repeated or tired statements.

Adopted from the [Purdue University Online Writing Lab](#)

Now, do not forget to attach a copy of your personal statement to this document.

JOHN CARROLL UNIVERSITY - Pre-Health Professions Program - Recommendation Form

To Be Completed by the Candidate:

_____ I do waive _____ I do not waive my right to inspect the contents of the following recommendation.

Signed: _____ Date: _____

Name of Candidate: _____ Name of Evaluator _____

To Be Completed by the Evaluator:

Name: _____ Position: _____

Place of Employment: _____ Length of time you have known candidate: _____

Capacity in which you have known the candidate (please check all that apply):

- Personally As a student in a lecture course Title of Course _____
 As a student in a laboratory course Title of Course _____
 As an employee Other (explain): _____

The Applicant Exhibits:	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Observed
Consistent critical thinking (uses logic and reasoning to identify alternative solutions, conclusions or approaches to problems)						
Learning Skills (able to grasp subject matter quickly and apply information appropriately)						
Strong Written Skills (effectively conveys information in a written format)						
Strong Oral Skills (speaks and listens effectively; can verbally articulate information)						
Intellectual Curiosity (shows inquisitiveness, self-motivated pursuit of knowledge)						
Reliability and Dependability (follows rules and procedures, fulfills obligations; takes responsibility for personal actions and performance)						
Team Work (works collaboratively with others to achieve a shared goal; will take on leadership roles)						
Cultural Competence (shows respect for multiple dimensions of diversity; recognizes and appropriately responds to others' values)						
Work Ethic (is consistently punctual and well-prepared; goes "above and beyond" to succeed)						

The Applicant Exhibits:	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Observed
Resilience and Adaptability (demonstrates tolerance of stressful situations; is persistent; recovers from setbacks)						
Commitment to Improvement (seeks out and responds appropriately to feedback and/or constructive criticism)						
Service Orientation (demonstrates a desire to alleviate other's distress; recognizes and acts on responsibilities to society)						

Please provide an overall rating for this student:

- Very highly recommend:** Outstanding potential; top 10% of pre-health students
- Highly recommend:** Excellent potential; top 25% of pre-health students
- Recommend:** Potential to successfully complete a health program
- Recommend with reservations:** Some concerns about ability to successfully complete a health program
- Not recommend:** Has not demonstrated the intellectual ability or personal characteristics required of pre-health students

Please use the following space to make additional comments regarding this applicant or attach a letter.

Signature: _____ Date: _____

Place completed form/letter in a sealed and signed envelope and return to Chair, Pre-Health Professions Studies Program, John Carroll University, University Heights, Ohio 44118.

JOHN CARROLL UNIVERSITY - Pre-Health Professions Program - Recommendation Form

To Be Completed by the Candidate:

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Signed: _____ Date: _____

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To Be Completed by the Evaluator:

Name: _____ Position: _____

Place of Employment: _____ Length of time you have known candidate: _____

Capacity in which you have known the candidate (please check all that apply):

- Personally As a student in a lecture course Title of Course _____
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