

Portland State University
Instructor Letter of Evaluation Request
Pre-Medical Students

Section A - To Be Completed by Student:

Student's Name _____ PSU ID # _____
Student's Email Address _____

COURSES THAT STUDENT HAS TAKEN WITH INSTRUCTOR
(please include term and year)

Section B - Instructions for Evaluator:

The above student will be making application to the PSU Health Sciences Advising Committee for a Committee Letter of evaluation for medical school. A Committee Letter is comprised of a cover letter reflecting the Committee's evaluation of the student and all individual letters of evaluation submitted to the College of Liberal Arts & Sciences (CLAS) Advising Center on the student's behalf. The student above is requesting that you write an individual letter to be included in the Committee Letter package. When evaluating a student, the Committee carefully reviews the student's advising file as well as all individual letters of evaluation submitted on behalf of the student. A copy of your letter will be included in the Committee Letter package that is sent to medical schools; thus, **your letter must be typed, signed, and on letterhead.**

HOW TO SUBMIT YOUR LETTER: Letters of evaluation should be submitted to the CLAS Advising Center electronically through the veCollect system. Students are responsible for registering with the veCollect system and entering your name and email address into the system. You will then receive an email from veCollect telling you whether the student has waived his or her right to access your letter and requesting that you email your letter (typed, signed, and on letterhead) to veCollect as a scanned PDF or as a Word document with electronic signature embedded. Do not email your letter to the student; email your letter to veCollect per the instructions you receive in the email from veCollect.

GUIDELINES FOR THE LETTER: Your letter should be addressed to the "Medical School Admissions Committee" and should include the following:

- Course number and title
- Student's grade in the course
- Student's rank in the course (if available)
- Comments on student's academic performance and abilities
- Comments on student's personal characteristics

See the back of this form for more detail on items to address when discussing academic performance and personal characteristics.

Addressing Academic Performance & Abilities:

Reference might be made to attitude of student toward class; extent to which grade reflected student's ability; ability of student to integrate course material, analyze problems, and employ critical thought; punctuality of student meeting course deadlines; oral presentation skills; particular strengths and weaknesses. Please indicate how well you know this student and include as much information and detail as possible; specific examples illustrating a student's abilities are appreciated.

Addressing Personal Characteristics:

Medical schools particularly value comments on the candidate's personality traits. Consider what you know about the student in relation to characteristics such as motivation, conscientiousness, cooperation, dependability, determination, disposition, tactfulness, responsibility, and resourcefulness. Comments on interpersonal skills and abilities such as communication skills, ability to relate to peers and instructors, leadership ability, and ability to work collaboratively are also appreciated. Providing specific examples that are illustrative of a student's personal characteristics and interpersonal skills and abilities is particularly useful.

While we understand that you have many students, it is most helpful if you avoid the use of form letters (though we understand the use of standard language to briefly describe the content/nature of a class).

Questions?

Contact: Melissa Leonard at 503-725-8115 or mleonard@pdx.edu.