



# **DEAN'S LETTER (Medical Student Performance Evaluation; MSPE)**

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Associate Dean/Student Services



# MSPE

- During your tenure in the College, particularly in the Clerkship Program, all of you will be exploring postgraduate training possibilities.
- ERAS (Electronic Residency Application Service) applications for residency require a MSPE and Dr. Falls is the College official who writes the letter on your behalf.



# MSPE

- **Information is not released to any source outside the University without written authorization from you**
- **This also applies to requests for information after you graduate**



# MSPE

- Assessment of a student's academic and clinical performance and professional attributes while in medical school.
- **Not a Letter of Recommendation!**



# MSPE

- Forms required for writing of the Dean's Letter (MSPE) and authorization for Dean's Letter/ERAS materials to be released to outside sources:
  - *Authorization for Release of Information - Dean's Letter/Electronic Residency Application Service (ERAS)*
  - *Student Extracurricular Activities*
- *Forms can be found on the "Students" webpage under the STUDENT PORTAL link: Authorization Forms (Dean's Letter/ERAS)*
- *Due Date: end of Preclerkship Program.*



# MSPE

- Once your forms are received, your personalized MSPE will be written and will include:
  - ***Student Grade Report***
    - *percentage and percentile rank in each course during the Preclerkship Program*
    - *course score (points earned/possible points) x 100 x # credits*
    - *cumulative score for all courses (sum of course scores) and a quintile ranking (1<sup>st</sup> lowest – 5<sup>th</sup> highest) based on cumulative score during the Preclerkship Program*
  - ***Board Scores (COMLEX Level 1 and COMLEX Level 2 CE and PE examinations; USMLE)***



# MSPE

- Personalized MSPE continued:
  - Information from Student Extracurricular Activities form:
    1. Honors/Awards (Scholarships, etc.)
    2. Publications
    3. Research
    4. Tutor/Teaching Assistant and Subject Area
    5. Volunteer/Community Service
    6. Class/Student Organization Offices Held
    7. College/University Committees
    8. Student Organizations



# MSPE

- Personalized MSPE continued:
  - Background material from Admissions File:
    1. College(s) attended and degree(s)
  - Material from non-academic letters of recommendation received during Preclerkship Program





# MSPE

- Personalized MSPE continued:
  - Clerkship Program Clinical Rotations (required and elective) – clinical instructor evaluation ratings and comments with regard to Clinical Skills and Professional Attributes
  - Clinical Enrichment Experiences – clinical instructor comments



# MSPE

- MSPE Letters are drafted beginning in the fall of your third year with information from your academic and admissions files.
- Once Dr. Falls is notified by the College ERAS Representative that you are ready to apply, the MSPE is completed with information (ratings/comments) from Attending Evaluations for Required (R2)/Elective Clinical Rotations, as well as, information that you completed the Core Clinical Concepts(C3) curriculum and sent to the ERAS Representative for submission on your behalf.



# MSPE

- ***If you have questions please contact:***

***William M. Falls, Ph.D.***

***Associate Dean/Student Services***

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