DEAN’S LETTER
(Medical Student Performance Evaluation; MSPE)

William M. Falls, Ph.D.
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 internship and residency require a MSPE and Dr. Falls is the College official who writes the letter on your behalf.
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• 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
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• Assessment of a student’s academic and clinical performance and professional attributes while in medical school.

• Not a Letter of Recommendation!
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- 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: September 1st of third year to Office of Student Services at your site.
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) $\times 100 \times \# \text{ credits}$
  - cumulative score for all courses (sum of course scores) and a quintile ranking (1st lowest – 5th highest) based on cumulative score during the Preclerkship Program

- **Board Scores** (COMLEX Level 1 and COMLEX Level 2 CE and PE examinations; USMLE)
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• 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
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- 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
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• Personalized MSPE continued:
  – Clerkship Program clinical rotations (required and elective) – clinical instructor evaluation ratings and comments
  – Professional Attributes
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• 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.
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• If you have questions please contact:

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