

Committee Letter Rubric

(9/6/14)

The Health Sciences Board (HSB) at Hiram College serves an advisory committee to students interested in pursuing further education in the health science fields. The HSB will use this rubric as a guide to evaluate students applying to medical school who seek a committee letter and to rank them accordingly.

	Recommended Very Highly	Recommended Highly	Recommended	Not Recommended
Scholarship	3.8-4.0 GPA; departmental, college and/or other awards or scholarships; takes challenging courses within and beyond major discipline (Math/science GPA evaluated separately from overall GPA)	3.6-3.79 GPA; noticeable trend in improvement; departmental, college and/or other awards or scholarships (Math/science GPA evaluated separately from overall GPA)	3.2-3.59 GPA; noticeable trend in improvement (Math/science GPA evaluated separately from overall GPA)	less than acceptable GPA; no noticeable trend in improvement
Extracurricular Activities	consistently engaged in meaningful research/internship, service learning and shadowing experiences; consistently engaged in broader experiences that speak to their goals and portray compassion, leadership, teamwork, etc. and can reflect on the experience in a meaningful way; represents a well-rounded individual	engaged in research/internship, service learning and shadowing experiences; has broader experiences that speak to their personality and goals; can reflect on the experiences	has research/internship, service learning and shadowing experiences; has some broader experiences but has difficulty reflecting upon them without prompting	has minimum shadowing and volunteer service and cannot reflect on experiences in a meaningful way
Personal Statement	clearly addresses motivation; honest and personal with vivid details that give the reader a sense of who is writing and their skills; well written and free of grammatical errors	vaguely addresses motivation but is honest and personal with enough detail that the reader can get a sense of who is writing it; well written and free of grammatical errors	honest and personal with some detail that allow reader to get to know writer on some level; well written and free of grammatical errors	lacking personal detail or misrepresents individual
Personal Qualities	a mature person who effectively communicates with others; demonstrates a passion and focused interest in the medical field; someone who is articulate and able to express themselves well; up to date on current healthcare issues	a mature person who effectively communicates with others; demonstrates passion and genuine interest in the medical field; up to date on current healthcare issues	someone who may need to mature some who shows sincere interest in the medical field; may be lacking on information regarding current healthcare issues	immature perspective that is naïve and uninformed

Timeline

- 15-Dec** WuFoo form with intent to apply to HSB
- mid-February** Packet Due to HSB to include: letter of intent to apply and request for committee letter, minimum 3 letters of recommendation, resume, unofficial transcript, personal statement, waiver
- early April** interview with HSB (at least 4 committee members present at each interview)
- 30-Jun** have maximum of 6-8 letters of recommendation sent to faculty clerk