



MEMORANDUM

TO: Class of 2020
FROM: Christa H. Zehle, MD, Associate Dean for Students
Interim Senior Associate Dean for Medical Education
RE: Residency Advising Discussion (RAD)
Medical Student Performance Evaluation (MSPE)

From now through August, I (or a faculty designee) will be available to meet with you in person or via telephone/Skype, about your residency application plans. Please [sign up for a Residency Application Discussion \(RAD\) meeting](#). These meetings are incredibly important, thus you are excused from your curriculum/clinical responsibilities to attend; please be in communication with your course director regarding the scheduled meeting time.

Some of you have completed the majority of your clinical level medical education at the Larner College of Medicine Western Connecticut Health Network Campus. These students will complete their RAD meeting with Dr. Ellen Kulaga, the Assistant Dean for Students at LCOM-WCHN. She has already reached out to these students, and is looking forward to working with you.

Before your scheduled meeting, please complete and submit the Pre-Meeting Survey, under the MSPE tab in your Academic History in Oasis **one week prior to your scheduled meeting time**. Having this information available will make our conversation more valuable to you. It is recommended that you also upload a copy of your Curriculum Vitae (CV) and Personal Statement so that these documents can be reviewed with you during the meeting.

We will begin drafting Medical Student Performance Evaluations (MSPEs), formerly known as Dean's Letters, over the spring and summer. All letters will be released on the nationwide release date of October 1, 2019. Much of the substance of your MSPE is drawn from the evaluations in your file, with particular emphasis on your clinical work. When viewed as a whole these evaluations provide an accurate reflection of your medical school performance.

The MSPE is not a letter of recommendation, it is an evaluation of your medical education. Your letter should be as complete and accurate as possible. To assist us with developing the MSPE we ask you to complete the **Identifying Information** paragraph (information about you before attending medical school) and **Noteworthy Characteristics** (three noteworthy characteristics about yourself during medical school in addition to your CV) sections of the MSPE **one week in advance of your meeting**. Students who have not already submitted these sections as a Preparation for Practice course assignment should submit this information via the online [MSPE portal](#). You are the experts with

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respect to the information that populates those two sections of the letter, and it is in your best interest to write them clearly. We will edit them, however, the better the job you do initially the better the finished product is likely to be. Instructions and examples to guide you in this task are available in Oasis and in our [MSPE Identifying Information and Noteworthy Characteristics Sections Examples document](#). Please note that the noteworthy characteristics can describe a theme or interest that includes a number of activities such as research, leadership, service or personal interests.

Your USMLE scores are not included in your MSPE. You are expected to request your score reports via the NBME. The MSPE is also not specialty specific and does not need to include your career interest.

Thanks to Emma Faustner, the information you will need to keep track of for the residency application process (including the documents accompanying this memo) are linked in your Oasis Notices and in COMET. Please visit [Lounge > Student Affairs > Residency Application \(password req\)](#) to access timelines and checklists, information regarding letters of recommendation and MSPEs, and several other helpful documents.

Perhaps most importantly, we are here and remain available to help you through this exciting process. Please do not hesitate to reach out to us!

Sincerely,



Christa Zehle, MD

Associate Dean for Students

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