

GUIDELINES FOR STUDENTS: MSPE REQUEST

Once you receive the MSPE Memorandum, you will be granted access to the “MSPE Request” page on line. Your user ID and password are in the MSPE Memorandum.



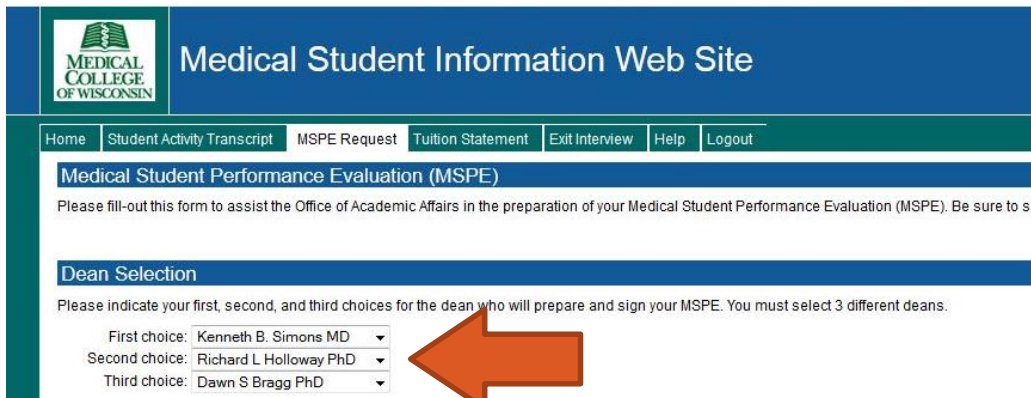
When you log into your account and click on the MSPE Request tab.



There are three major sections you will need to complete before you click the “Submit” button.

1. DEAN SELECTION

Please select, in your order of preference, the Associate Dean you prefer to write your MSPE. Please note, while we make every effort possible to accommodate your preferences, we cannot guarantee your choice of Associate Dean will end up being the author of your MSPE.



2. CHOSEN SPECIALTY

Please indicate the specialty you are planning to go into. This is for our informational purposes only and does not mean you are locked into that one specialty.

Medical Specialty Review

Select a Medical Specialty (You may only choose one):

- | | | |
|---|--|---|
| <input type="radio"/> Undecided | <input type="radio"/> Pediatrics | <input type="radio"/> Pediatrics/Psych/Child Psych |
| <input type="radio"/> Anesthesiology | <input type="radio"/> Physical Medicine & Rehabilitation | <input type="radio"/> Pediatrics/PM & R |
| <input type="radio"/> Dermatology | <input type="radio"/> Plastic Surgery | <input type="radio"/> Internal Medicine/Family Medicine |
| <input type="radio"/> Emergency Medicine | <input type="radio"/> Preventive Medicine | <input type="radio"/> Internal Medicine/Neurology |
| <input type="radio"/> Family Medicine | <input type="radio"/> Psychiatry | <input type="radio"/> Neurology/PM & R |
| <input type="radio"/> Medical Genetics/Pediatrics | <input checked="" type="radio"/> Radiology | <input type="radio"/> Internal Medicine/Preventive Medicine |
| <input type="radio"/> Internal Medicine | <input type="radio"/> Radiation Oncology | <input type="radio"/> Psychiatry/Neurology |
| <input type="radio"/> Neurological Surgery | <input type="radio"/> Surgery | <input type="radio"/> Neurology/Diagnostic Radiology/Neuroradiology |
| <input type="radio"/> Plastic Surgery/Integrated | <input type="radio"/> Thoracic Surgery | <input type="radio"/> Pediatrics/Medical Genetics |
| <input type="radio"/> Neurology | <input type="radio"/> Urology | <input type="radio"/> Neurology/Nuclear Medicine |
| <input type="radio"/> Child Neurology | <input type="radio"/> Internal Medicine/Pediatrics | <input type="radio"/> Internal Medicine/Emergency Medicine/Critical Care Medicine |
| <input type="radio"/> Nuclear Medicine | <input type="radio"/> Internal Medicine/Emergency Medicine | <input type="radio"/> Internal Medicine/Nuclear Medicine |
| <input type="radio"/> Obstetrics/Gynecology | <input type="radio"/> Internal Medicine/PM & R | <input type="radio"/> Internal Medicine/Dermatology |
| <input type="radio"/> Ophthalmology | <input type="radio"/> Internal Medicine/Neurology | <input type="radio"/> Pediatrics/Dermatology |
| <input type="radio"/> Orthopaedic Surgery | <input type="radio"/> Psychiatry/Family Medicine | <input type="radio"/> Family and Emergency Medicine |
| <input type="radio"/> Otolaryngology | <input type="radio"/> Pediatrics/Emergency Medicine | <input type="radio"/> Transitional |
| <input type="radio"/> Pathology | <input type="radio"/> Pediatrics/Anesthesiology | |

3. STUDENT CONTRIBUTIONS

In an effort to increase student involvement in the MSPE process, we are requiring our students to draft the “Unique Characteristics” of their own MSPE. This section of your MSPE captures your extracurricular, research and publication activities while you were at the Medical College of Wisconsin, and consists of 2 sub-sections:

1. Research
2. Noteworthy Characteristics

Research, Publications, and Presentations
First Noteworthy Characteristic
Second Noteworthy Characteristic
Third Noteworthy Characteristic

This is a unique opportunity for you to highlight your research and characteristics that set you apart. As part of the MSPE creation process, all students get a one-time opportunity to view the draft of their MSPE and suggest edits (this will happen sometime in August). Should you refuse to submit your draft of the Unique Characteristics, you are forfeiting all rights to view and edit your MSPE.

General rules:

- Be truthful. Exaggerations, untrue statements and misstatements have no place in your MSPE. Dishonesty will inevitably lead to not being considered for the position you applied for.
- Write in complete sentences. You are writing a narrative, not a Power Point presentation.

Examples of Noteworthy Characteristics:

- Leadership of student organizations
- Events you helped coordinate and organize
- Community service you performed while at MCW, in particular your community service experiences related to your medical field of choice.

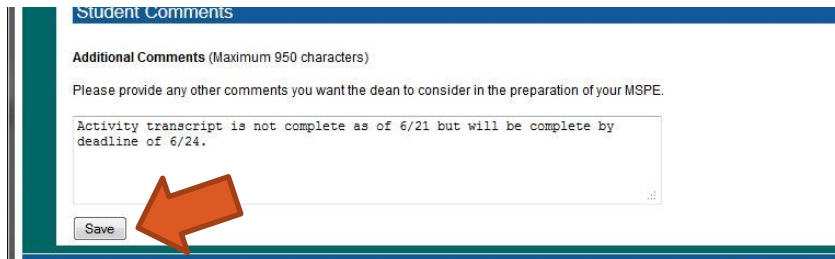
Things **NOT** to include in your Unique Characteristics:

- Hobbies unrelated to the medical field
- Academic information (grades, evaluations, etc.)
- Information about the specialty you selected and why (this should be in your personal statement, NOT in your MSPE)
- Summative judgments about either your academic progress or your personal qualities

SAVING AND SUBMITTING YOUR WORK

SAVING

When you are writing your Unique Characteristics, please remember to click the “Save” button before you close your browser. It is never a bad idea to save your work frequently as you are working on it. Saving your work **does not** submit it to us and does not finalize your Unique Characteristics. This merely allows you to save your work to continue working at a later time and allowing you to pick up where you left off.



Student Comments

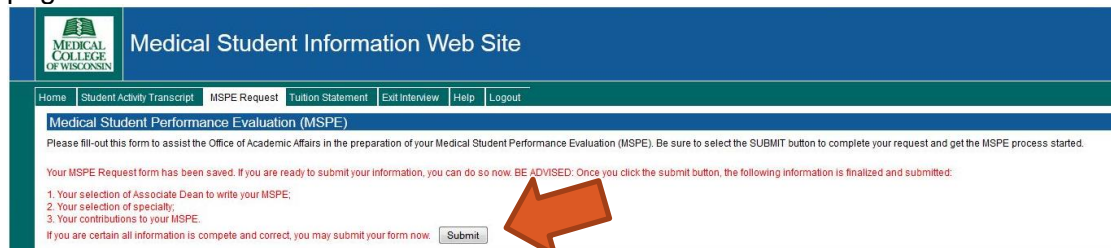
Additional Comments (Maximum 950 characters)

Please provide any other comments you want the dean to consider in the preparation of your MSPE.

Activity transcript is not complete as of 6/21 but will be complete by deadline of 6/24.

SUBMITTING

After you click the “Save” button, the “Submit” button will become available at the top of the page.



Medical Student Information Web Site

Home | Student Activity Transcript | **MSPE Request** | Tuition Statement | Exit Interview | Help | Logout

Medical Student Performance Evaluation (MSPE)

Please fill-out this form to assist the Office of Academic Affairs in the preparation of your Medical Student Performance Evaluation (MSPE). Be sure to select the SUBMIT button to complete your request and get the MSPE process started.

Your MSPE Request form has been saved. If you are ready to submit your information, you can do so now. **BE ADVISED:** Once you click the submit button, the following information is finalized and submitted:

1. Your selection of Associate Dean to write your MSPE;
2. Your selection of specialty;
3. Your contributions to your MSPE.

If you are certain all information is complete and correct, you may submit your form now.

BE ADVISED: Only click the “Submit” button when:

1. You are finished with your Unique Characteristics
- AND**
2. You have indicated a specialty
- AND**
3. You have indicated your preference of 3 different Associate Deans

Research:

WARNING.... Do not copy (plagiarize) from samples, examples, or anything not an original thought, without expressed permission and professionally referenced, using APA format.

If, at any point, you have concerns, questions or you run into a problem, the Deans and their professional and support staff in Academic Affairs are here to help.

For your convenience, here is the contact information for the Deans and their respective staff:

For Dr. Hueston:	Contact Zandra Clevert: (414) 955-4208 – zclevert@mcw.edu
For Dr. Tsao:	Contact Brigid Brennan: (414) 955-8256 – bbrennan@mcw.edu
For Dr. Bragg:	Contact Yvette Williams: (414) 955-8734 – ywilliam@mcw.edu
For Dr. Webb:	Contact Dana Sibilski: (414) 955-3636 - dsibilski@mcw.edu
For Dr. Franco:	Contact Nadine Desmarais (414) 955-4915 - ndesmarais@mcw.edu
For Drs. Twining and Thapa	Contact Barb Beiswenger: (414) 955-8604 – bbeiswenger@mcw.edu

Green Bay Campus:

For Drs. Hunsaker, Hanke and Medich	Contact Jennifer Haluzak: (920) 403-4506- jhaluzak@mcw.edu
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If you are having trouble with the ERAS web site: (202) 862-6264 – myeras@aamc.org