

November 16th, 2010

I spoke to Ray Bourner, whom writes the Dean's letter. The following is the information she gave me.

Our Dean's Letter is split into three paragraphs and three attachments.

The first paragraph confirms the education of the student, this includes previous education before medical school as well, and it states if the student is in good standing. The second paragraph is any verbatim comments from the supervising attending during elective and mandatory rotations. The third paragraph is "highlights" of what the students did during their time in medical school. For example, the research they did, if they were on the SMSS, etc. The student provides this information to the office via a resume.

The first attachment is a College of Medication Education sheet. It outlines classes, all mandatory rotations, etc. It also states which rotation the student is currently in and those that the student has yet to complete. The second attachment is where to find information about the student. For example, it states that if the student failed a module it will show up on their transcript. The third attachment is a rotation performance grid. It shows the marks of the student for all mandatory rotations. It is categorized as 1) did not meet, 2) met, or 3) exceeded expectations. This is to supplement paragraph two because it was found that a lot of attendings do not give additional comments.

I hope this makes the Dean's Letter more clear,

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