

## Health Professions Questionnaire

### To be eligible to request a Health Committee letter you must:

- Have completed your pre-med (pre-vet, pre-dental, etc.) requirements or be completing them during the semester when you are requesting a Health Committee letter.
- Be in good academic standing.

### To request a letter from the Health Professions Advisory Committee, you must do the following:

#### A. Submit:

- Completed Health Professions Questionnaire (HPQ).
- One-page resume.
- Interfolio Recommendation Cover Sheet (not applicable to every health professions interest).
- Signed Health Committee Expectation Sheet (available online via UR Access Plus – listed on website as *Health Committee Agreement Form*).
- A \$25.00 late fee if submitting after the initial March 20, 2009 deadline but before the July 11, 2009 final deadline.

#### B. Interview:

- Once you have submitted all items in section A above, you must make a follow-up meeting with a health professions adviser to review your submitted HPQ.
- Please allow at least two or three business days between the day you submit your HPQ and other materials, and the date of your interview.
- Letters will not be written for students who have not had an interview with a health professions (HP) adviser.

### To request an update to a past year's Health Committee Letter, all deadlines apply and:

#### A. Submit:

- An update to your HPQ. This can take one of two forms:
  - An e-mail with the title "HPQ update" sent to a Health Professions Advisor. Include a list of new activities & accomplishments, and a new essay. You must also answer the questions listed below in section B of these directions (or in section VIII of the HPQ).
  - An updated version of your original HPQ with all new information **in bold** and the first page clearly labeled with the word "UPDATE" at the top. Section VIII of the HPQ must be filled out.
- A new interfolio coversheet (if applicable).
- You do not need to schedule a follow-up interview for an updated letter.
- Applicants requesting updates between March 21 through July 11 (the last opportunity to submit a HC letter request) need not pay the \$25 late fee.

**B. Answer these new questions in your update (part VIII of the HPQ):**

- Have you previously applied?
- What feedback did you receive from the schools that you applied to?
- How are you a different applicant from the time that you originally requested your Health Committee Letter?

**DEADLINES**

**Your Health Committee letter request is not considered complete until you have submitted your questionnaire, a resume, a signed expectation sheet, and you have met with a HP adviser to review your HPQ. If you fail to comply with the listed deadlines, the date when your request is complete will be used as the HPQ submission date. Letters are completed in order according to the date the request was considered complete.**

<b>March 20, 2009</b>	
	<ul style="list-style-type: none"> <li>• The 1<sup>st</sup> deadline to submit completed HPQ (the Friday after 2009 spring break)</li> <li>• HPQ <u>will not</u> be accepted without the signed expectation sheet.</li> <li>• You must meet with HP adviser to review submitted HPQ no later than <b>May 1, 2009</b></li> <li>• If your HPQ is submitted by March 20 and you meet with a HP adviser by May 1, you may expect your HC letter to <i>be ready no later than August 31, 2009</i></li> <li>• All individuals applying to vet school <b>must</b> submit their HPQ at this time to be in accordance with VMCAS deadlines</li> <li>• Applicants applying to dental school <b>are strongly encouraged</b> to submit their HPQ by this deadline to allow for AADSAS processing time</li> </ul>
<b>Between March 21 - July 10, 2009</b>	
	<ul style="list-style-type: none"> <li>• <u>Last</u> opportunity to submit HPQ</li> <li>• A <b>late fee</b> of \$25 will be charged for HPQs submitted during this period. Check should be made payable to “University of Rochester.” <b>Letters will not be written if late fee is not paid.</b></li> <li>• HPQ <u>will not</u> be accepted without the signed expectation sheet.</li> <li>• You must meet with a HP adviser to review your submitted HPQ no later than <b>August 7, 2009</b></li> <li>• If your HPQ is submitted by July 10 and you meet with a HP adviser by August 7, you may expect your HC letter to be ready <i>no later than November 30, 2009</i></li> <li>• No HPQs will be accepted after July 10, and no interviews will be scheduled after August 7. No Health Committee Letters can be produced for students who do not meet these final deadlines.</li> </ul>

Here is an overview of the Health Committee letter request process:

1. **Open your recommendation file with Interfolio** ([www.interfolio.com](http://www.interfolio.com)) if you plan on applying to allopathic or osteopathic medical school. Consult with a health professions adviser if you are considering other health professions.
2. **Turn in your completed health professions questionnaire (HPQ)**, resume, expectation sheet (available online via UR Access Plus) and Interfolio recommendation cover sheet (if applicable) to Lattimore 312. This information may also be submitted via fax to (585) 275-2190 or emailed to [ksgabell@mail.rochester.edu](mailto:ksgabell@mail.rochester.edu), or [smacphai@mail.rochester.edu](mailto:smacphai@mail.rochester.edu). Please be advised that HC letters are written in the order in which our office receives complete requests, so it is to your advantage to submit the required materials in advance of the listed deadlines.
3. **Schedule an appointment with a health professions adviser** for your mandatory interview. Please call CCAS at 585-275-2354. Be sure to tell the person that you speak with that you are calling to schedule a HPQ Review. All HPQs need to be submitted at least two business days in advance of when you meet with a Health Professions (HP) adviser to review your submitted questionnaire. You cannot schedule an appointment to review your HPQ before you submit your questionnaire.

If you are not in the Rochester area when you need to complete your interview, health professions advisers are also available to meet with applicants via telephone. If scheduling a telephone meeting, please notify the person you speak with in CCAS at the time you are scheduling your appointment that you wish to schedule a phone meeting. On the day of the phone meeting, please call CCAS (see above for phone number) at your appointed meeting time, and you will be connected with the adviser.

4. After your interview, be sure to **keep in touch** with the health profession advisers. Let us know of your summer activities and accomplishments, of any impending deadlines, and of any changes in your plans.

CENTER FOR ACADEMIC SUPPORT

UNIVERSITY OF ROCHESTER

HEALTH PROFESSIONS STUDENT QUESTIONNAIRE

Purpose: In order to help us write a Health Professions Committee Letter that truly reflects your background (your achievements, interests, strengths, etc.), we need the information requested below. The information we are requesting is very similar to the information you will provide on professional school applications.

Privacy: Information you include in your questionnaire will only be used only for the preparation of your Health Committee Letter. It will not be published, used or shared in any other way.

Instructions: Your completed questionnaire should be **no longer than 12 pages**. Please type. Be specific and as clear as possible. Not all questions will be relevant or important to all applicants. Keep a copy of your completed questionnaire.

Suggestions: The raw material of your experiences (what you did when, where, how) is important. Just as important are your motivations and outcomes. Briefly describe why you made certain choices, and what you learned or gained from your experiences.

I. PERSONAL DATA

- A. Name
- B. Student ID number
- C. Class Year
- D. Major(s) & Minor(s)
- E. Type(s) of school to which you are applying (allopathic, osteopathic, dental, etc.)
- F. Is this your first request for a Health Committee Letter, or a request for an update?
- G. Local mailing address and phone number
- H. Summer address and phone number
- I. Email address
- J. State Residency
- K. Attach a copy of your resume. (This is required for your HPQ to be complete. The career center can be very helpful with these.)
- L. If you like, attach a small photograph of yourself. (The photo serves no other purpose than to help us remember you.)

II. ACADEMIC INFORMATION

- A. In no more than a paragraph, describe how you came to study at the University of Rochester. What characterized your background before college? (For instance, did you attend a small rural high school or elite residential preparatory school? Were you a late bloomer or an early starter? Why did you choose Rochester?)
- B. What is your major? Why did you choose it? What are your academic interests, beyond your major?
- C. List any academic honors (scholarships, honor societies, etc.) including dates.
- D. Have you taken advantage of any special academic opportunities like Study Abroad or Take Five? (Note: research is treated separately in section III)

- E. Has there been any semester in which your performance did not reflect your ability? If so, note when and explain.
- D. Explain any interruptions in your education. How did you benefit from your time away from the University?

### III. RESEARCH EXPERIENCE

List all research positions you have held in chronological order. For each position list the start and end dates, the number of hours you worked, where you worked, and the name and title of your PI or supervisor. In a few sentences, and for each position, briefly describe how you secured the position, what you did, and what you learned from the experience.

### IV. CLINICAL EXPERIENCE

In chronological order, list all experiences you have had in a clinical setting. Include hospital volunteer-work, clinical research, clinical employment, shadowing, internships, etc. For each position, list the start and end dates, the number of hours you contributed, when and where the experience took place, and (if relevant) the name and title of the medical professional who supervised you. In a few sentences, and for each position, describe how and why you secured the experience, what you did or witnessed, and what you learned from it.

### V. EMPLOYMENT--Please include what you learned from and/or contributed to each position.

- A. List chronologically, beginning with freshman year, the positions you have held during the academic year and vacations. Indicate how many hours a week you worked.
- B. What do you plan to do this summer?
- C. Have you had to finance all or part of your education? Have your choices about employment while in college or other activities been affected by this?
- D. If you are not currently an undergraduate, what have you been doing since graduation?

### VI. ADDITIONAL EXTRACURRICULAR AND COMMUNITY ACTIVITIES--Please include what you learned from/contributed to each activity. Please list chronologically and indicate how many hours a week you participated.

- A. Off-campus activities (when, with what group, how you participated).
- B. Campus activities (when, what type, any offices held, etc.).
- C. What are your hobbies and special interests?
- D. What else do you think we should know about you?

### VII. PLANS FOR CAREER

- A. When and why did you become interested in your chosen career? What is your first-hand knowledge of it? (e.g., have you spoken with any professionals in this field?)

- B. If your chosen career in the health professions did not exist, what career path would you pursue? (e.g., if physicians did not exist, what would you like to be?)

#### VIII. QUESTIONS FOR STUDENTS REQUESTING AN UPDATED LETTER

- A. Have you previously applied?
- B. What feedback did you receive from the schools that you applied to?
- C. How are you a different applicant from the time that you originally requested your Health Committee Letter?

#### IX. ESSAY

This part of the questionnaire is important for two reasons: (1) It is your summary statement of the professional and personal goals that you feel are important for us to know. (2) Health Professions schools require a similar essay, so this essay is an excellent opportunity to start organizing your thoughts.

**Keep your essay brief. Two pages should be sufficient, and essays should not go over three pages. We challenge you to avoid clichés: “I want to enter [health profession] because I want to help people” is a generalized statement that could be applied to any applicant. Why do you think that this particular career is the best way for you to help people? What skills have you acquired, through courses and non-academic experiences that will help you to administer care? Make your essay specific and personal, and be sure to include examples to support your statements.**

**Carefully proofread your essay for spelling, grammar and punctuation. Have other people read your essay. Make use of the Writing Center (Rush Rhees G-121). A well-prepared essay will not only convey the seriousness of your intent, but will better help the Committee to understand your unique attributes as an applicant.**

#### X. SCHOOLS TO WHICH YOU PLAN TO APPLY:

(This list represents only your thoughts about schools at this point in time. You may and should discuss your choices with one of the health professions advisers. You are not committing yourself to particular schools now.)