

May 13, 2008

To: All Year 4 Medical Students

Re: MSPE Assignments

Attached is the break down of MSPE assignments. Each of you is required to have an MSPE completed for you as part of your residency application. You will need to meet with your assigned writer sometime between June 1st and September 1st (unless noted on the assignment sheet). Meetings with writers generally last one hour. A few key points to remember:

- You write the Unique Characteristics Paragraph of your MSPE. Attached are the guidelines and examples. You write these in the third person and you must email me yours one week prior to your scheduled meeting with your writer
- The MSPE is not a letter of recommendation, it is a performance evaluation. We create them following the guidelines provided by the AAMC. If you are interested, please visit <http://www.aamc.org/students/eras/resources/start.htm> for a copy of the guidelines
- You can find a sample MSPE in your Residency Application Guide that was handed out at the Residency Workshop. The guide with sample can also be found on our residency information page at <http://www.meded.umn.edu/students/residency/>
- MSPEs are specialty neutral, so you do not need to know what specialty you are applying to when you meet with your writer
- The MSPE belongs to your assigned writer. They have editing control, and will work with you when you meet with them to create an MSPE that works for *you*
- Bring a copy of your CV plus a hard copy of your Unique Characteristics paragraph to your meeting. Also bring a copy of your Personal Statement if you have one
- When you meet with your assigned writer you will be able to review your MSPE as it is up to that date. Materials will be added throughout the summer and into the early fall
- You will get a chance to review your entire MSPE in October before its November 1 release date

Begin scheduling your appoints soon. You can schedule it now for anytime between June 1 and September 1 (unless noted on the assignment sheet). The contact information is on the assignment sheet.

Remember to email me your unique characteristics a week prior to your meeting. RPAP students will email theirs directly to Bill Fricke.

Thank you,

Scott Davenport
Office of Student Affairs
University of Minnesota Medical School
420 Delaware St. SE, MMC 293
Minneapolis, MN 55455
Phone: 612-624-8601

MSPE (Dean's Letter) Interview/Writer Information

Dean	Students	When Available to interview	Contact to schedule an interview
Richard King, M.D.	Walker - Yang	June 1 – September 1	Dr. King 624-6657 kingx002@umn.edu
Theodore Thompson, M.D., Director of Clinical Education	Aamodt - Martin	June 1 – September 1	Dr. Thompson 626-2841 thomp005@umn.edu
Lindsey Henson, M.D., Ph.D., Vice Dean for Education	Saith - Voge	June 1 – September 1	Susan Jackson 624-3736 sjackson@umn.edu
Kathleen Watson, M.D., Associate Dean for Students and Student Learning	Mathews - Roskens - Dalzell	June 1 – September 1	Jennifer Thissen Swain 626-0159 this0017@umn.edu
Kathleen Brooks, M.D., MBA, MPA, Associate Dean for Primary Care	All RPAP Students**	July 1 – September 1	William Fricke 624-3111 fricke002@umn.edu
Peter Bitterman, M.D., Associate Director, MD/PhD Program	All MD/PhD Students	June 1 – September 1	Dr. Bitterman bitte001@umn.edu

Bring CV and completed hardcopy of your MSPE unique characteristics paragraph to interviews

Remember to email your MSPE unique characteristics paragraph to Scott Davenport at daven016@umn.edu at least one week prior to your MSPE interview

****RPAP students email your unique characteristics directly to Bill Fricke, do not send to Scott Davenport**