

Committee Letter of Recommendation

The Health Sciences Student Evaluation Committee (HSSEC) is composed of faculty members from the School of Arts and Sciences that will write a confidential composite letter of recommendation for qualified students to support the student's application to health professional school. In order to request a committee letter, you are responsible to adhere to the requests detailed below. All information you provide to the committee is held confidential and only released at your written request.

Please submit all materials to Dr. Debbie Tahmassebi (debbiet@sandiego.edu) – ST439.

1. **For your file, we need the following information:**

- a. Your name and USD ID#.
- b. The profession of interest (medicine, dentistry, optometry, pharmacy, etc.).
- c. Your campus/San Diego address, telephone number and **e-mail**.
- d. Your summer address and telephone no.
- e. The signed waiver form authorizing the committee to write the letter.
- f. A copy of your academic record or a transcript.

2. **Biographical information** - You must provide everything listed below **before Thanksgiving!**

After you have supplied this information, requests for recommendations will be forwarded to faculty. The more detailed, personal, and introspective this part is, the better letter the committee is able to write. What experiences were meaningful to you? What events in your life affected you most? Part of the function of the committee's recommendation is to show some of the applicant's strengths that might not show up on a transcript.

- a. Family background; any special hardships encountered while growing up.
- b. Academic career honors or accomplishments - particularly in college. If there were bad semesters, provide a reason. Include independent work, research, study abroad, or other academic interests.
- c. Extracurricular activities - hobbies, sports, musical accomplishments, jobs, summer travel, clubs.
- d. Volunteer activity, university service, leadership roles
- e. Why do you want to pursue a career in this profession?
- f. A list of **ALL** professors who have taught you at USD (including the current semester). **Provide a typed list** that includes the semester (i.e. Fall 2003), the course #, and the **full name** of the faculty member. Do not leave anyone out – your list will be compared to your academic record.

3. **Evaluation forms** will be sent to all faculty members who have taught you at USD. **GO AND VISIT THEM** so that they will be able to place a name and face together (and hopefully write nice things about you). You might want to consider preparing a summary of your activities to hand out to faculty.

4. **Interview** – you will be advised which two HSSEC committee member are responsible for your file. You **must** then schedule a meeting with each of them **by the end of February** so they may conduct a personal interview. **It is your responsibility to make sure these two interviews are set up. If it is not, your letter will not be completed.** You can see faculty during their posted office hours or contact them to set up an appointment time.

5. **Getting Your Letter Sent** –

E-mail Dr. Tahmassebi with the name and address of the school where you wish the letter sent. Drop off any forms that the school might request be sent along with the letter. Provide your AAMCAS # - this is how the schools connect your letter and file.