

CLINICAL ASSISTANT DEAN SELECTION FORM 2013

Instructions: Complete this form and return it by Monday, October 15, 2012 by email (studentaffairs@downstate.edu) or by fax (718 270-7592). After October 15, we will assume you have no preference and assign you accordingly.

You may rank order three preferences (#1=most preferred, #2, #3) or **No Preference**

Your Name: _____ SID _____
Last Name, First Name (print legibly)

Indicate your Preference Below:

- _____ Dr. Laura Dattner, Department of Pediatrics
- _____ Dr. Donald Gerber, Department of Medicine
- _____ Dr. Marcia Gerber, Department of Medicine
- _____ Dr. Nira Goldstein, Department of Otolaryngology
- _____ Dr. Jason Lazar, Department of Medicine
- _____ Dr. Jeanne Macrae, Department of Medicine
- _____ Dr. Alexandra Reznikov, Department of Neurology
- _____ No Preference

You will be assigned to one (1) of the seven clinical assistant deans. Assignments are made, taking into consideration your preference form. However, not every student will receive his/her first preference, and some may receive their last preference. If you have already been assigned a Clinical Assistant Dean, your assignment will remain the same. You do not have to pick a Clinical Assistant Dean based on their specialty, as your residency advisement will come from the specialty department, and the faculty Specialty Advisors. Each of you should work closely with a specialty advisor in the field(s) you are applying to.

The Role of the Clinical Assistant Dean

There are seven (7) Clinical Assistant Deans who serve as academic advisors in your clinical years. They provide students with general advisement on their course schedules, and they may be consulted to discuss career plans, general residency information, and other matters of personal concern.

Your clinical assistant dean also assembles your "Medical Student Performance Evaluation" (MSPE), formerly known as the "Dean's Letter," used in the residency application process. The MSPE letter follows a **standard, national format** for all students; so do not be concerned about any differences among the deans in terms of drafting the MSPE. For further information about the MSPE template, you can go to the Student Affairs website under Residency Information & Guidance. You have already written your own MSPE (it is a summary of your academic performance), and you will be able to read it in September, 2013 before it is sent to the residency programs on October 1.

During March/April, 2013, you will consult with your clinical assistant dean about your fourth year schedule and obtain their approval. In May-June, 2013 you will meet with your clinical assistant dean to discuss your MSPE, residency planning strategies and any other considerations.

Specialty Advisors

Each department chair has identified a list of specialty advisors. These individuals will assist you with what program of study you should follow in your fourth year in order to strengthen your credentials for your desired career field; they will advise you on residency programs which you should consider applying to; and they will answer any other questions you might have regarding your career choice. A list of Specialty Advisors can be found on the Student Affairs section of the website, under "Informational Presentations," and then, **Advisors.**

We hope to notify you of your assignment November 5, 2012 or shortly thereafter.