

## INSTRUCTIONS FOR COMPLETING THE BIOGRAPHICAL REPORT

- This document can be edited at any time up until your dossier is sent out. Please make additions or changes in color and send it to the Health Professions Office as an e-mail attachment. You are encouraged to keep a copy in your own computer as well.
- The information given on the first three pages of this document [the résumé section] will be included in the applicant's dossier along with the committee letter and other letters of recommendation that have been solicited. The remaining information from the biographical report, such as the school list and essay, are for use at Middlebury only.
- Please note that the section "Prepared for College at" is for entering the high school you attended: give the name of the school and the town and state [spelled out] in which it is located.
- There is no need to complete the GPA section of the form: once the Health Professions office receives a report on each student's grades from the Registrar's Office, it will be entered. This must be done before your file is ready for the interviews.
- Do enter "Distinction" (Dean's List/College Scholar) information, giving the term and year for each occurrence (e.g., Fall 2005), and including academic awards received at Middlebury.
- The general order appearing in the form below has proven to be very useful: Any further information deemed relevant, such as proficiency in the arts or languages, non-academic recognitions, publications, etc., should be added in the last section, under the *Additional Information* heading. **Delete this page and everything in red: it is meant for your aid only.**
- The information in this entire document will be available to each Health Professions Committee member with whom you will be interviewing.

**PLEASE SUBMIT TO INTERFOLIO  
AS SOON AS POSSIBLE, BUT NOT LATER THAN  
FEBRUARY 6, 2013!  
THANK YOU.**

## BIOGRAPHICAL REPORT

<b>Report on</b>	Name	<b>AAMC No.:</b> <i>(—you will learn this number later!)</i>
<b>Prepared for College at:</b>	secondary school municipality, state	
<b>Home address:</b>	Street address of legal residence city, state abbreviation zip	
<b>Entered Middlebury College in:</b>	month, year	<b>Major at Middlebury:</b> dept(s) <b>Minor:</b> <i>(if applicable; otherwise, delete)</i>

Undergraduate Record: The following averages are provided based on grades received at Middlebury  
(and approved off-campus study sites).

### GRADE POINT AVERAGES

*[Fill in  
your own  
yrs below]*

2009-2010	Average:	<i>Wait</i>
2010-2011	Average:	<i>for</i>
2011-2012	Average:	<i>the</i>
2012-2013	Average:	<i>report we'll</i>
Overall	Average:	<i>send</i>
Science	Average:	<i>you!</i>

### CONVERSION SCALE

A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D	1.00
F	0.00

### DISTINCTIONS

*Any scholastic distinctions at Middlebury go here (e.g.,  
Dana Scholar or  
Graduated Summa cum laude)*

*Any semesters in which you are listed on the Dean's  
List or as a College Scholar go here, in this format:  
\*College Scholar—Fall 2010, Spring 2011, etc.  
\*Dean's List—Fall 2009, Spring 2012, etc.*

*Leave this information here! Medical schools need this as a reference.*

- \*Dean's List—3.3 or higher, with no grade below B-, for students taking four or more courses
- \*College Scholar—3.6 or higher, with no grade below B-, for students taking four or more courses

## **BIOGRAPHICAL REPORT, Continued**

*[your name here]*

### **Headings and examples of possible entries:**

*Please list in reverse chronological order with dates of beginning and ending, and include institution/location, amount of time per week, and a brief description.*

*NOTE: Make sure you do not list one experience under multiple headings.*

*Using this format, please delete all the given descriptors and examples in each category below, leaving only the ALL-CAPS TITLES!*

### **EXTRACURRICULAR ACTIVITIES (Middlebury or other campuses)**

Athletics (teams [including intramurals], coaching, swim teacher)  
Judicial Boards, Councils  
Debate  
Clubs (athletic, language, IS, etc.)  
Residential life/Commons  
Singing Groups, Instrumental Ensembles  
Relay for Life

### **EXTRA-ACADEMIC ACTIVITIES**

**(academic-related activities outside normal academic courses)**

Teaching Assistantships  
Tutoring  
Teaching English Abroad  
EMT courses  
Theatre and Music (lessons, performances)

### **COMMUNITY AND INTERNATIONAL SERVICE—Non-Paid (Middlebury, home community, abroad)**

Special Olympics  
Project Independence  
Homeless Shelter

### **CLINICAL, HEALTH CARE, PUBLIC HEALTH EXPERIENCE—Volunteer or Paid**

Internships  
Volunteering (nursing home, ER, Open Door Clinic)  
Shadowing  
Ambulance  
Ski Patrol  
Summer Job

### **RESEARCH AND INDEPENDENT PROJECTS—Volunteer or Paid (laboratory, non-lab, thesis)**

Summer jobs  
Summer volunteer  
Winter Term  
Academic Terms

### **PUBLICATIONS**

**(title and co-authors/PIs, brief description: if publication, bibliographic entry)**

Research  
Literature  
Screenplay  
Musical Score

**EMPLOYMENT (summer, breaks, academic year, post-grad)**

Camp Counselor  
Mary Johnson Childcare  
Swim Coach  
Boating Director  
Campus offices  
Waitressing  
full-time employment after graduation

**ADDITIONAL INFORMATION**

Language proficiencies  
Musical proficiencies  
Triathlons

**Date:** *[of form completion]*

## ADDITIONAL INFORMATION

College Board Scores (SATS) on entering Middlebury (if known):

VERBAL: \_\_\_\_\_ QUANT: \_\_\_\_\_ SAT ACHIEVEMENTS: \_\_\_\_\_

**RECOMMENDATIONS:** The Committee recommendation will be based in part on your individual references (in addition to your academic record, biographical report, interview, etc.) As a start, list below **THREE** (3) references who can vouch for your academic ability and promise, whom you are asking for recommendations. For the committee review process, a minimum of two recommendations are required, at least one of which is from a Middlebury science professor. Final dossiers typically include three to four letters (exceptions should be cleared through the Health Professions advisor); choose your writers in consultation with the Health Professions advisor.

Your instructors provide the references that are considered very important by professional schools. Therefore, at least **two** recommendations in your dossier should come from professors in the sciences. Experts who have observed you in a professional capacity can also serve as valuable references. Choose your references carefully. In addition to science teachers, choose individuals who know you in different ways so the professional school gets a broad picture of your background and qualifications. Please give professional titles and addresses of recommenders not at Middlebury.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**NOTE:** Soliciting references should be done as soon as possible, as Committee interviews will not be scheduled until at least two are returned. Check frequently with the Health Professions Office to make sure they are submitted.

### STUDY IN ADDITION TO BA REQUIREMENTS

Please list any courses, undergraduate or post-baccalaureate, that do not appear on your Middlebury transcript. If available, send us a copy of a grade report or unofficial transcript.

WHEN	WHERE	TITLE/BRIEF DESCRIPTION

### MCAT/GRE/DAT/OAT EXAMS

Which admissions test [proper to your professional field] will you be taking? \_\_\_\_\_

When do you plan to take the exam? \_\_\_\_\_

If you have already taken the exam, please list your scores:

**Overall:** \_\_\_\_\_ **Score breakdown:** \_\_\_\_\_

## ESSAY

PLEASE WRITE AN ESSAY following the guidelines below.

This essay will be submitted to the Health Professions Committee members with whom you will interview. It will *not* be part of the dossier that subsequently goes to medical schools, but is good practice for your EAP application.

*Please format page in this manner:*

Name at top left; one space before essay begins

Text single-spaced; 11-pt. font; one space between paragraphs—thanks!

### AMCAS American Medical College Application Service (MD)

Prompt: Use the Personal Comments essay as an opportunity to distinguish yourself from other applicants. Some questions you may want to consider while writing this essay are:

- Why have you selected the field of medicine?
- What motivates you to learn more about medicine?
- What do you want medical schools to know about you that hasn't been disclosed in another section of the application?

In addition, you may wish to include information such as:

- Special hardships, challenges or obstacles that may have influenced your educational pursuits.
- Commentary on significant fluctuations in your academic record that are not explained elsewhere in your application.

**Length: 5300 Characters (includes spaces)**

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*Start essay on next page!*

Name

Essay starts here . . .