

Bowling Green State University Medical Laboratory Science Program Application Instructions

To be eligible for interviews, items 1,2,3 must be postmarked or delivered by hand to the address below by April 1st. Item 4 (reference letters) should be sent by the evaluator to the address below and will be accepted after the April 1st deadline.

Completed applications should be forwarded to jbankey@bgsu.edu or:

Medical Laboratory Science Department
ATT: Student Selection Committee
111 Health and Human Services Building
Bowling Green State University
Bowling Green, OH 43403-0287

- Item 1.** A completed application form, including statement of intent.
- Item 2.** An official transcript from all colleges and universities that you have attended **other than** Bowling Green State University. Students attending BGSU who have had a BGSU transfer credit evaluation of their work at another college or university need not forward transcripts.
- Item 3.** A list of courses planned and in progress, and your school and/or work schedule.
- Item 4.** A statement that describes your interest in the profession of Medical Laboratory Science and your projected career goals (300-500 words).
- Item 5.** Three reference evaluations on the enclosed forms from any of the following evaluators: science instructors, laboratory instructors, and/or employers who are not related to you.
 - a.** Place your name and the evaluator's name on the top of each reference form.
 - b.** Sign your name to statement A or B regarding the right of access to written evaluations.
 - c.** Provide each evaluator with a stamped envelope addressed to the Medical Laboratory Science Program (see address above). **Only** forms sent **directly** by the evaluator will be accepted. Reference letters will be accepted after the April 1st deadline.

Please notify the Medical Laboratory Science Office, either by phone (419) 372-6040, or e-mail (jbankey@bgsu.edu), or by U.S. mail, if your address or phone number changes, so that you can be contacted if further information is required.

Application for Professional Training Bowling Green State University Medical Laboratory Science Program

Return application to the following email or address:

Jessica Bankey, MLS program Coordinator: jbankey@bgsu.edu -or-
 MLS Student Selection Committee
 Bowling Green State University
 111 Health and Human Services Building
 Bowling Green OH 43403

Last Name	First Name	Middle I.
School Address	City, State, Zip	
Permanent Address	City, State, Zip	
Phone	Email	
BGSU ID # (Social Security # if not a BGSU Student)		

Education	Name of School, City & State	Years Attended	Major/Degree	Graduation Date
High School				
College				
College				
Business, Trade or Night School				
Professional School				

1. Please list the activities, honors or scholarships received during high school or college:

2. Please list your previous employment (full or part-time) including military service or volunteer experiences.

Employer	Work Description	Hours	Dates Employed

3. Please submit a statement that describes your interest in the profession of Medical Laboratory Science and your projected career goals in a separate document(300-500 words).

4. In addition to the academic requirements, applicants to the program are required to meet certain physical and technical standards. These are visual and motor functions that must be used in order to produce reliable laboratory results. The following are essential functions of the MLS program:

- a. Sufficient visual skills to read small print and labels
- b. Color discrimination skills that permit identification of color changes and visual reading of color blocks
- c. Ability to make adjustments in small dials and controls using the fingers
- d. Sufficient hand-to-eye coordination to perform laboratory procedures (e.g., pipetting) and venipuncture (placing a needle into a vein).
- e. Sufficient speech, hearing and language function to communicate accurately
- f. Sufficient control of movement to sit or stand for periods of at least 30 minutes
- g. Ability to move or lift small objects weighting less than 10 pounds

In signing this application for admission, the applicant acknowledges having read and understood the above essential functions and believes that he/she can meet them.

5. Are there any circumstances pertinent to this application that you would like to explain?
(You may use additional paper)

6. **Nondiscrimination Policy:** This program does not discriminate against any applicant based upon race, sex, color, national origin, geographical area, religion, creed, age, marital status, sexual preference or veteran status. All applicants are judged by the same criteria whether they are students at Bowling Green State University, hold a baccalaureate degree from a college or university, or applying from another college or university.

These criteria in order of priority are: Cumulative grade point average, interviews with affiliate representatives, summary of interview, academic history, and letters of reference. The number of students selected into the program in any year is dependent upon availability of space for the applicants in clinical rotations. For more information on admission criteria visit our admission requirements web page at <https://www.bgsu.edu/health-and-human-services/programs/department-of-public-and-allied-health/medical-laboratory-science/mls-admission-requirements.html>

7. The above information is correct and without purposeful omissions.

Signature of Applicant

Date

Name _____

Please identify below courses that you are currently enrolled in this spring semester and the courses that you plan to enter upon acceptance into the program this upcoming fall semester. All applicants must complete the program's admission requirements before beginning the program in August. Further questions can be directed to the program director or academic advisor. If you are anticipating on taking courses over the summer semester, please indicate below.

Current Spring Semester

Course Number	Course Title (if not BGSU give a brief description)	Credit Hours

Upcoming Fall Semester

Course Number	Course Title (if not BGSU give a brief description)	Credit Hours

Additional Courses to be taken over Summer Semester:

Course Number	Course Title (if not BGSU give a brief description)	Credit Hours

MEDICAL LABORATORY SCIENCE STUDENT REFERENCE FORM

Applicant Name _____

Evaluator Name _____ Telephone _____

To the Evaluator: The above-named applicant has requested that you evaluate him/her as a candidate to the Medical Laboratory Science Program. To find out whether the evaluation will be confidential, see the choice made by the applicant, in the waiver below.

APPLICANTS MAY WAIVE THE RIGHT OF ACCESS TO THE WRITTEN EVALUATIONS AS PROVIDED FOR UNDER THE EDUCATION PRIVACY ACT OF 1974. PLEASE INDICATE YOUR WISHES BY SIGNING BELOW EITHER STATEMENT 'A' OR 'B'.

A. I hereby waive my right of access to the confidential evaluation provided by the person named above and he/she should be hereby notified that the confidentiality of the evaluation is preserved.

Applicant's signature _____ **Date:** _____

B. I do not waive my right of access to the confidential evaluation provided by the person named above and he/she should be notified that I retain my right of access; thus the confidentiality of the evaluation is not guaranteed. Moreover, I understand that not waiving my right of access is not prejudicial to my application.

Applicant's signature _____ **Date:** _____

1. How are you acquainted with the applicant? (In what capacity):

Length of time you have known the applicant:

2. What are the applicant's major strengths?

3. What are the applicant's major weaknesses?

The following personal traits are believed to be relevant to an individual's performance and development in Medical Laboratory Science. Indicate your appraisal of the applicant using a scale of 1 to 5, in which 5 indicates that the trait is excellent.

5 = Excellent

2 = Below Average

4 = Above Average

1 = Unsatisfactory

3 = Average

N/A = Unable to evaluate

INTERPERSONAL RELATIONS SKILLS

Cooperative, tactful, assertive, leadership potential _____

CHARACTER

Honest, trustworthy, dependable, responsible, reliable, respectable, ethical _____

COMMUNICATION SKILLS

Articulate, grammatically correct, express thoughts accurately _____

INDUSTRY

Diligent, prompt, reliable, persistent, organizes well, demonstrates initiative _____

JUDGEMENT

Moral, ethical, realistic, prudent, responsible _____

KNOWLEDGE OF PROFESSION

Opportunities, challenges, responsibilities _____

MATURITY

Stability, self-awareness, responsive to criticism, self-disciplined _____

MOTIVATION

Need to succeed, initiative, commitment _____

PERSONALITY

Patient, courteous, warm, cheerful, positive _____

PERSONAL APPEARANCE

Neat, clean, appropriate _____

PSYCHOMOTOR SKILLS

Agile, coordination, dexterous _____

Comments: (use additional paper if necessary)

Signature of Evaluator

Date

Title

Institution