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# BGSU MEDICAL LABORATORY SCIENCE PROGRAM

## APPLICATION INSTRUCTIONS

### CURRENTLY ENROLLED BGSU STUDENTS

Use the Electronic Application (link below) and submit by April 1st. To be eligible for consideration by the MLS selection committee, the following items must be submitted:

**Item 1.** A completed application form, including statement of intent submitted at:

<https://forms.office.com/r/UftrmhKPhE>

**A statement of intent should describe your interest in the profession of Medical Laboratory Science and your projected career goals (300-500 words).**

**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. If you have only attended BGSU, you do not need to send an official transcript of your coursework since it is accessible for the committee.

**Item 3.** 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. Preferred method of submission: Reference form sent via email to the MLS Selection Committee at [MLSProgram@bgsu.edu](mailto:MLSProgram@bgsu.edu). If reference is being submitted via USPS: Provide each evaluator with a stamped envelope addressed to the Medical Laboratory Science Program (111 Health and Human Services, Bowling Green State University, Bowling Green, OH 43403). Only forms sent directly by the evaluator will be accepted. Reference letters will be accepted after the April 1st deadline.

Please notify the Public and Allied Health Office, either by phone (419) 372-6040, or e-mail ([MLSProgram@bgsu.edu](mailto:MLSProgram@bgsu.edu)) if your address or phone number changes, so that you can be contacted if further information is required.

**\*If you are not currently enrolled as a student or have not completed the application process to take courses at BGSU, please use the link "Application for non-BGSU students" on the MLS website and follow the directions for submission.**

**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