Bowling Green State University Medical Laboratory Science Program
Application Instructions

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

Completed applications should be forwarded to:
Medical Laboratory Science Program
117 Health and Human Services
Building Bowling Green State University
Bowling Green, OH 43403-0287

Item 1. A completed application form (found on page 2-3 of this packet).
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 currently in progress, and your school and/or work schedule (page 4).
Item 4. Three reference evaluations on the enclosed forms (page 5-6) from any of the following evaluators: 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 November 9th deadline.

Please notify the Medical Laboratory Science Office, either by phone (419) 372-6040, or e-mail (jschimm@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 address:

Medical Laboratory Science Program
117 Health and Human Services
building Bowling Green State University
Bowling Green OH 43403

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

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

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3. Please submit a one paragraph statement that describes your interest in the profession of Medical Laboratory Science and your projected career goals.

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 weighing 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, interview performance 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 http://www.bgsu.edu/college-of-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
Identify courses you are taking currently by writing them in the appropriate time blocks. Likewise, write “working” into those time blocks that you are not available for interviews because of your work schedule.

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Please identify below courses that you plan to take in the spring semester. All applicants must complete the program’s admission requirements before beginning the program in May. A list of required courses is shown on the memorandum accompanying this application.

**Spring Semester**

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<th>Course Number</th>
<th>Course Title (if not BGSU give a brief description)</th>
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MEDICAL LABORATORY SCIENCE STUDENT REFERENCE FORM

Applicant Name ________________________________________________________

Evaluator Name ______________________ Telephone (_____)(___________)

To the Evaluator: The above-named student 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.


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 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  4 = Above Average  3 = Average
2 = Below Average  1 = Unsatisfactory  X = Unable to evaluate

INTERPERSONAL RELATIONS SKILLS
Cooperative, tactful, assertive, leadership potential

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

COMMUNICATION SKILLS
Articulate, grammatically correct, expresses thoughts accurately

INDUSTRY
Diligent, prompt, reliable, persistent, organizes well, and 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
MEMORANDUM

TO: BGSU Students Applying to the Medical Laboratory Science Professional Training Program

FROM: Jessica Bankey MPH, MLS(ASCP)CM, MLS Program Director

SUBJECT: Program Requirements for Professional Training eligibility

A. Students must complete the following courses or their equivalent before entering Phase I of the University-Based Professional Training Program. If a substitution for a requirement has been made we will take this into account when evaluating your application.

1. Chemistry 1250, 1270 and 1280
2. Biology 2050
3. Math 1200, 1220, 1260, 1280, or Math 1310
5. MLS 2010, Orientation to the Profession of Medicine/Medical Technology
6. Chemistry 3060 or Chemistry 3410
7. Chemistry 3080, 3090 or Chemistry 3440, 3460
8. Biology 3140/3150
9. Biology 3320
10. Biology 4080 or 4210
11. MLS 4110, Diagnostic Immunology I
12. MLS 4120, Diagnostic Immunology I Lab
13. MLS 4340, Parasitology
14. MLS 4010, Issues in Health Care Administration

B. Before entry into Phase I, students should have a cumulative grade point average of 2.5 or higher (based on a 4.0 scale) which they must maintain throughout the program.

C. To receive a Baccalaureate degree in Medical Laboratory Science from Bowling Green State University, a student must have met requirements in all categories by completion of their Professional Training. The student must also have met the BG Perspective requirements specified by the College of Health and Human Services on the check sheet, of the year student entered the college.
MEMORANDUM

TO: Non-BGSU students applying for entry into the Bowling Green State University Medical Laboratory Science University-Based Professional Training Program

FROM: Jessica Bankey MPH, MLS(ASCP)CM, MLS Program Director

SUBJECT: Program requirements for entry into the Professional Training Program

A. Program Requirements for Medical Laboratory Science include the following courses (to be completed before entering the professional training program).

1. One full year of Inorganic or General Chemistry
2. One full year of Organic Chemistry; or 1 semester of Organic and 1 semester of Biochemistry
3. One semester of General Microbiology
4. One semester of College Algebra or higher mathematics
5. One semester of General Biology and 1 semester of Human Physiology
6. One semester of Molecular Biology
7. One semester of Statistics

Students may apply to the program without having completed all of the requirements listed above, provided that they can complete all outstanding requirements prior to the beginning of summer term.

B. Medical Laboratory Science Courses
The following Phase I (professional training) courses must be successfully completed at BGSU during the summer and fall semesters prior to entering the clinical practicum.

1. MLS 4130 Immunohematology I
2. MLS 4140 Immunohematology I Lab
3. MLS 4210 Hematology I
4. MLS 4220 Hematology I Lab
5. MLS 4230 Hematology II
6. MLS 4310 Clinical Microbiology I
7. MLS 4320 Clinical Microbiology I Lab
8. MLS 4350 Clinical Mycology
9. MLS 4360 Clinical Virology
10. MLS 4410 Clinical Chemistry I
11. MLS 4420 Clinical Chemistry I Lab
12. MLS 4510 Analysis of Body Fluids

The second portion (Phase II) of the professional training constitutes a clinical practicum (January-June) to be completed at one of our affiliated hospital laboratory sites. The curriculum of the entire Professional Training Program requires 13.5 months for completion.
C. The students must have a cumulative grade point average of 2.5 or higher (based on a 4.0 scale) prior to entry into (Phase I) and must maintain a 2.5 GPA or higher throughout the course of study.

D. In order to receive a baccalaureate degree in Medical Laboratory Science from Bowling Green State University, a student must have maintained a 2.5 GPA and completed the required number of credit hours at the conclusion of Professional Training. Additional General Education courses may be required.