Application Portfolio for Admission

Medical Laboratory Science (MLS)

Bachelor of Science

Professional Program

Medical Laboratory Science
Department of Pathology
School of Medicine
University of Utah

Completed application portfolios must be submitted between January 1, 2016, and March 1, 2016, for fall semester 2016 admission. Applicants will be notified of their status by mid May 2016. An application will not be reviewed until all documents have been received. Late applications may be considered depending on class size.

Return completed application materials by mail to:

Justin R. Rhees, M.S., MLS(ASCP)CM SBBCM
Assistant Professor, Program Director
Medical Laboratory Science
Department of Pathology
University of Utah School of Medicine
30 North 1900 East, Salt Lake City, UT 84132

For additional information or questions, contact Justin R. Rhees at (801) 585-5452 or by e-mail at: justin.rhees@path.utah.edu

Rev. 11/01/2015; 01/27/16
Admission Requirements and Required Documents

The following minimum requirements must be met for an applicant to be considered for admission into the Medical Laboratory Science (MLS) undergraduate program. The items listed below must be completed and submitted as part of the application portfolio by March 1, 2016. It is the responsibility of the applicant to ensure timely submission of the required documents. An application will not be reviewed until all documents have been received.

1. Admission to the University of Utah
   Students must apply and be accepted to the University of Utah for fall semester prior to submitting an application to the MLS Program. It is highly recommended that the application to the University of Utah be submitted by January 15, 2016 to avoid delays in processing. Information on admission to the university can be found at: www.admissions.utah.edu/apply/ Students currently enrolled in courses at the University of Utah must include their university identification number (UNID) on their MLS application form as proof of admission. Students who have been accepted to the university, but have not yet attended classes, must include a copy of their acceptance letter in their application portfolio.

   Notes: Post-baccalaureate applicants may register as matriculated (degree-seeking) or non-matriculated students (non-degree-seeking).

   A lapse in registration at the university will require the student to submit an application for re-admission.

2. MLS Undergraduate Program Application Form
   The enclosed application form is for fall semester 2016 admission. All pre-requisite courses and university general education requirements must be completed before fall semester 2016. It is highly recommended that baccalaureate course requirements (DV, IR, and CW) be completed prior to entrance into the MLS program. Coursework for post-baccalaureate applicants will be reviewed for pre-requisite course equivalency. The applicant will complete the enclosed application form and submit it as part of their application portfolio.

3. Official Transcripts
   The applicant must request official transcripts from every college or university they have attended, including the University of Utah. Hardcopy transcripts must be sent in a sealed envelope, stamped by the Registrar’s Office, directly to the MLS Program Director. Secure electronic transcripts may be emailed directly to the MLS Program Director. Transcripts must show all courses completed at the academic institution through December 2015. Official transcripts must be received from every university and college attended by the applicant for their application to be considered.

   Note: Official University of Utah transcripts are only available once a student has attended classes at this institution. An unofficial University of Utah transcript showing a summary of transfer credits is acceptable if the student has not yet attended classes at the University of Utah.

4. Grade Point Average (GPA)
   A minimum cumulative and math and science GPA of 2.5 (4.0 scale) is required for application to the MLS Program. All college courses completed through December 2015 will be included in the GPA calculations. If there are courses greater than ten years old, the applicant may request, in writing, to have them omitted from the GPA calculations. Courses used to fulfill pre-requisite course work may not be omitted from the GPA calculations. If a course has been repeated at the same institution, the most recent grade will be used for the GPA calculation.

   Notes: The average GPA for candidates accepted into the MLS Program for the previous three years is 3.3.

   If pre-requisite undergraduate course work is greater than seven years old, the applicant must retake human physiology, genetics and biochemistry, as necessary, or provide documentation of appropriate continuing education.
For post-baccalaureate applicants, if the B.S. degree in a biological, chemical or physical science is greater than seven years old, the applicant must retake human physiology, genetics and biochemistry, as necessary, or document appropriate continuing education.

Post-baccalaureate applicants with higher degrees will be evaluated on a case-by-case basis.

Repeated math and science courses will be reviewed for demonstration of academic progress. Applicants are encouraged to address issues related to course repeats in their essay responses if they so choose.

5. **Essay Questions**
The applicant will submit typed responses to essay questions with their application portfolio. Please see enclosed instructions.

6. **Résumé or Curriculum Vitae**
The applicant will submit a current résumé or curriculum vitae with their application portfolio highlighting their work experience. Please see enclosed guidelines.

7. **Reference Forms**
On the MLS application form, the applicant must provide the names of three individuals they will contact for letters of reference. References should be academically or professionally acquainted with the applicant and be able to comment on the applicant’s systematic inquiry skills, ability to generate original ideas, interpersonal effectiveness, and potential for leadership. Examples of acceptable references include: an instructor, an employer, a leader of a volunteer group or service project, etc.

The applicant will provide one copy of the enclosed reference form to each of their references which includes instructions on completion of the form, content requested in the letter, and submission information. Reference forms and letters should be sent directly to the MLS Program Director at the address listed on the reference form. All letters of reference must be received by the MLS Program before the application will be considered.

8. **Essential Requirements for the MLS Program Form**
The applicant will submit the enclosed form with their application portfolio, attesting to their ability to fulfill all of the essential requirements stated therein.

9. **Computer Literacy**
All students admitted to the MLS Program are expected to possess internet, word processor and spreadsheet computer skills. If students are lacking these skills, they should seek help from campus resources to achieve these minimum requirements.

10. **International Applicants**
Per university requirement, applicants whose first language, or language of instruction for at least the last three years is not English, are required to demonstrate English Proficiency. Information on how to demonstrate English proficiency can be found on the University of Utah’s Office of Admission’s website at: [http://admissions.utah.edu/apply/international/undergraduate.php](http://admissions.utah.edu/apply/international/undergraduate.php).

11. **Admission Requirements and Application Portfolio Checklist**
The applicant must review the checklist to ensure all required documents are included in the application portfolio. The applicant must review and initial that all admission requirements have been met. Please include the completed checklist in the application portfolio.

**Application Deadline:** March 1, 2016
Late applications may be accepted depending on class size.

**Note:** Students admitted to the MLS Program will be charged a $75.00 non-refundable program acceptance fee to hold their position in the MLS Program for fall semester 2016.
MLS Undergraduate Program Application Form

Name: ___________________________________________ Date: ____________________________

Last First

Alternate Name(s): _______________________________________________________________

University of Utah ID#: ________________________________ (Ex. u0000000)

[ ] Check here if you are not a current University of Utah Student- You must submit a copy of your
university acceptance letter with your application portfolio.

Mailing Address: Telephone:

__________________________________________ Day: (___) _______________________

__________________________________________ Evening: (___) _____________________

Email Address: _________________________________________________________________

Please notify the MLS Office at (801) 581-7913 if your contact information changes after submitting this
application.

Emergency Contact: Telephone:

__________________________________________ Day: (___) _______________________

__________________________________________ Evening: (___) _____________________

Program Applying For:

[ ] Baccalaureate Program in Medical Laboratory Science (2+2)

[ ] Post-Baccalaureate Program in Medical Laboratory Science: Applicant has a previous
baccalaureate degree in a biological, chemical or physical science.

[ ] Post-Baccalaureate Program in Medical Laboratory Science: Applicant has a previous
baccalaureate degree that is not in a biological, chemical or physical science.

Please specify your major and year of degree conferral: ______________________________________

Please indicate if you are planning to complete the program as a:

[ ] Full time student [ ] Part time student

If you hold categorical certification with ASCP, please list the specialty area in which you are certified:
(ex. immunology, chemistry, microbiology, etc.):

____________________________________________________________________________________

If you have taken the TOEFL test, please list your scores: ________________________________
Letters of reference will be requested, by the applicant, from the following individuals:

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship to Applicant</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<td>2.</td>
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<td>3.</td>
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</tbody>
</table>

**Notes:** Individuals providing letters of reference may be contacted by faculty reviewers for additional information. Letters of reference received by the MLS Program must match the references listed above.

Official academic transcripts will be requested, by the applicant, from the following institutions:

<table>
<thead>
<tr>
<th>Name of the College or University</th>
<th>City, State</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. University of Utah</td>
<td>Salt Lake City, Utah</td>
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<tr>
<td>2.</td>
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<td>11.</td>
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<tr>
<td>12.</td>
<td></td>
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</tbody>
</table>
MLS Major and University Requirements for Applicants Seeking a B.S. Degree in MLS

Only applicants who will have completed the required pre-requisite courses for MLS and the general education (GE) requirements for university graduation before fall semester 2016 will be considered for admission to the MLS Program. GE requirements for the university may be found at http://ugs.utah.edu/gen-ed-reqs/index.php. The applicant must document completion of the following pre-requisite courses or their equivalent or outline a reasonable plan for completion before fall semester 2016 below. Acceptance to the MLS Program is conditional upon successful completion of all MLS pre-requisite courses and GE requirements before fall semester 2016.

<table>
<thead>
<tr>
<th>Required Course</th>
<th>Completion Date (Semester, Year)</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1210: General Biology or BIOL 2020: Cell Biology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL 2325: Human Anatomy</td>
<td></td>
<td></td>
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<tr>
<td>BIOL 2420: Human Physiology</td>
<td></td>
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<tr>
<td>BIOL 2030: Genetics or BIOL 2210: Human Genetics</td>
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<td></td>
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<tr>
<td>CHEM 1210: General Chemistry I</td>
<td></td>
<td></td>
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<tr>
<td>CHEM 1215: General Chemistry I Lab</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHEM 1220: General Chemistry II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHEM 1225: General Chemistry II Lab</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHEM 2310: Organic Chemistry I</td>
<td></td>
<td></td>
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<tr>
<td>CHEM 3510: Biochemistry I or CHEM 1120: Elementary Bioorganic Chemistry I</td>
<td></td>
<td></td>
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<tr>
<td>MATH 1050: College Algebra</td>
<td></td>
<td></td>
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<tr>
<td>MATH 1070: Statistics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMM: One communications course</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Optional Information

The following information is requested for Recruiting and Affirmative Action, but is not required:

1. How did you initially find out about Medical Laboratory Science?
   - [ ] Advisor
   - [ ] Brochure
   - [ ] Family Member
   - [ ] Friend
   - [ ] Presentation
   - [ ] Work
   - [ ] Freshman Orientation
   - [ ] Other: ________________________________

If you learned about MLS from work, are you employed by one of these healthcare groups?
   - [ ] ARUP/UH
   - [ ] IHC
   - [ ] HCA/Mountain Star Health
   - [ ] IASIS
   - [ ] Other: ________________________________

2. Ethnic origin:
   - [ ] African American
   - [ ] Alaska Native
   - [ ] American Indian
   - [ ] Asian American
   - [ ] Hispanic
   - [ ] Pacific Islander
   - [ ] White, not of Hispanic origin
   - [ ] Other: ________________________________

The University of Utah is fully committed to affirmative action and to its policies of nondiscrimination and equal opportunity in all programs, activities, and employment with regard to race, color, national origin, sex, age, status as a person with a disability, religion, sexual orientation, and status as a veteran or disabled veteran. The university seeks to provide equal access to its programs, services and activities for people with disabilities. Reasonable prior notice is needed to arrange accommodations. Evidence of practices not consistent with these policies should be reported to the Office of Equal Opportunity and Affirmative Action, (801) 581-8365 (V/TDD).

Signature: ___________________________________________ Date: __________________
Essay Questions

Submit responses to the following questions in essay format. Responses must be typed, double-spaced, using a legible 12 point font. Include your name on the first page of the document. Each response must be no more than a half-page in length.

Essays will be evaluated on the following criteria:

- Content and relevance to the question
- Organization, logic, clarity
- Professional writing style (professional tone, technical skill, spelling, and grammar)

Essay questions:

1. Discuss what has led you to pursue a career in Medical Laboratory Science.

2. Discuss your short-term and long-term professional goals after completing the Medical Laboratory Science Program.

3. Discuss personal qualities and experiences that would distinguish you among other highly qualified applicants to the Medical Laboratory Science Program.

4. Discuss your involvement in organized professional and community service activities and how this service has impacted your personal growth and future career as a Medical Laboratory Scientist.

5. Discuss your view of how laboratory professionals demonstrate ethical behavior and fulfill responsibilities to patients, colleagues, the profession, and society.

6. Discuss how you have balanced your academic and professional commitments and how you have overcome any associated challenges.
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Résumé

The following content guidelines are recommended for the MLS Application résumé, but the applicant should take this opportunity to be thorough and introduce themselves to the MLS Admissions Committee. The résumé does not have to be limited to one page; however, it is advisable to limit it to a maximum of three typed pages.

Recommended Content:

- **Full Name, Current Address, Telephone Number, Email Address**

- **Previous Degrees Awarded or to be Awarded**
  List each degree with major and the date and institution from which the degree was/will be awarded.

- **Academic Achievements, Honors, Awards (post-high school)**
  List honors courses, health care related courses (not including pre-requisite courses), Dean’s List, honor rolls, scholarships, community awards, etc.

- **Laboratory and Other Work Experience**
  List the position, employer, dates of employment, and a brief description of duties and primary achievements. List each entry in chronological order beginning with the most recent or current position. Include the number of hours worked per week for the last two years.

- **Community Service or Leadership Positions**
  List the position, organization/club, dates of activity/service, and a brief description of involvement and primary achievements. List each entry in chronological order beginning with the most recent or current position. Include the number of hours per week performed for the last two years.

- **Other Relevant Skills or Experiences**
  List such information as study abroad, conferences attended, competitions, internships, research opportunities, second language, etc.
Reference Forms

The following pages contain reference forms for each of the three required references. The applicant must complete the first section of each of the forms and then forward one copy to each of the three individuals identified as references on the MLS application form. The reference will then complete the remainder of the form and submit it directly to the MLS Program Director via postal mail or e-mail along with a letter of reference.

Completed forms and letters of reference should be received by the MLS Program Director by March 1, 2016. It is recommended that students contact their references in a timely fashion to allow their references ample time to complete and submit their forms and letters.

Each letter of reference should address the following: (1) the length of time the reference has known the applicant and in what capacity; (2) comments on the applicant’s character, academic ability, systematic inquiry skill, ability to generate original ideas, interpersonal effectiveness, leadership potential, and potential for a career in Medical Laboratory Science.

Please notify your references that forms and letters should be sent to the attention of:

Justin R. Rhees, M.S., MLS(ASCP)CM SBBCM
Assistant Professor, Program Director
Medical Laboratory Science
Department of Pathology
University of Utah School of Medicine
30 North 1900 East, Salt Lake City, UT 84132

Or via e-mail at: justin.rhees@path.utah.edu
Reference Form

To be completed by the applicant:

The Family Education Rights and Privacy Act of 1974 and its amendments guarantee students’ access to educational records concerning them. Reference information is available to matriculated Medical Laboratory Science students (not applicants) if this right is not waived. Reference information is not available to students who are not accepted.

The following signed statement indicates my intent regarding this recommendation: (Please indicate your intent by placing an “x” next to your selection)

I waive_________ / I do not waive _________ my right to see this form or any supplementary notes of letters pertaining to this form.

Printed Full Name of Applicant: ____________________________________________________________

Signature of Applicant: ___________________________________________________________ Date: __________

To be completed by the reference:

The above named applicant has chosen you as a reference in support of an application for the Medical Laboratory Science Program at the University of Utah. Your thorough and candid evaluation will be most helpful. Please complete this form as soon as possible and return it to the MLS Program Director via postal mail or email at the addresses listed at the end of this form.

Printed Name of Reference: _____________________________________________________________

Title of Reference: _________________________________________________________________

Address: __________________________________________________________________________

Telephone: __________________________

How long have you known the applicant? _______________ years _______________ months

Please indicate the dates: __________________________________________________________________

Relationship to Applicant:

_____Instructor     _____Supervisor     _____Coworker     _____Employer

_____Other: (Please describe) ____________________________________________________________
Please circle the number to the right that corresponds with your rating of the applicant in each of the following areas:

<table>
<thead>
<tr>
<th>Area</th>
<th>Always</th>
<th>Almost</th>
<th>Never</th>
<th>Unable to Evaluate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiative: begins and completes an activity without direction from others</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2 1 *</td>
</tr>
<tr>
<td>Perseverance: stays with an activity until it is completed</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2 1 *</td>
</tr>
<tr>
<td>Responsibility: is accountable for consequences of their own actions</td>
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<td>4</td>
<td>3</td>
<td>2 1 *</td>
</tr>
<tr>
<td>Prioritization: sorts trivial from important aspects of a situation</td>
<td>5</td>
<td>4</td>
<td>3</td>
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</tr>
<tr>
<td>Organization: demonstrates a systematic or planned approach to activities</td>
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<td>4</td>
<td>3</td>
<td>2 1 *</td>
</tr>
<tr>
<td>Logic: generates a reasonable conclusion from a set of related ideas</td>
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<td>4</td>
<td>3</td>
<td>2 1 *</td>
</tr>
<tr>
<td>Creativity: generates new ideas out of familiar ideas or situations</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2 1 *</td>
</tr>
<tr>
<td>Flexibility: readily explores and incorporates new ideas</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2 1 *</td>
</tr>
<tr>
<td>Diversity: shows a wide range of interests and activities</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2 1 *</td>
</tr>
<tr>
<td>Self-Perception: speaks accurately about own strengths and limitations</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2 1 *</td>
</tr>
<tr>
<td>Self-Confidence: is self-assured, certain of own abilities</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2 1 *</td>
</tr>
<tr>
<td>Communication: is articulate and clear in expression, both in oral and written form, with others</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2 1 *</td>
</tr>
<tr>
<td>Sensitivity: anticipates and responds constructively to the feelings and needs of others</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2 1 *</td>
</tr>
</tbody>
</table>
Please circle the number on the scale that most closely identifies your perception of the applicant’s potential for success in obtaining a bachelor’s degree:

<table>
<thead>
<tr>
<th>High Potential</th>
<th>Low Potential</th>
<th>Unable to Evaluate</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>4</td>
<td>3</td>
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</tbody>
</table>

Please circle the degree to which you support this applicant for the Medical Laboratory Science Program:

<table>
<thead>
<tr>
<th>Fully Support</th>
<th>Do Not Support</th>
<th>Unable to Evaluate</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>*</td>
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</tbody>
</table>

**Narrative Comment:** Please include a letter in which you comment on (1) the length of time you have known the applicant and in what capacity; (2) the applicant’s character, academic ability, systematic inquiry skills, ability to generate original ideas, interpersonal effectiveness, leadership potential, and potential for a career in Medical Laboratory Science. Specific observations regarding your ratings from the previous page and an evaluation of the applicant’s strengths and weaknesses will be most helpful.

Signature of Reference: ____________________________ Date: __________

Thank you for assisting the Medical Laboratory Science Program at the University of Utah. If you have questions, please contact the Medical Laboratory Science Office at: (801) 581-7913.

Please return this reference form with your letter of reference by March 1st, 2016 directly to the MLS Program Director via postal mail or email at the following addresses:

Please return complete forms and letters of reference to:

Justin R. Rhees, M.S., MLS(ASCP)CM SBBCM
Assistant Professor, Program Director
Medical Laboratory Science
Department of Pathology
University of Utah School of Medicine
30 North 1900 East, Salt Lake City, UT 84132

Or via e-mail at: justin.rhees@path.utah.edu
Reference Form

To be completed by the applicant:

The Family Education Rights and Privacy Act of 1974 and its amendments guarantee students’ access to educational records concerning them. Reference information is available to matriculated Medical Laboratory Science students (not applicants) if this right is not waived. Reference information is not available to students who are not accepted.

The following signed statement indicates my intent regarding this recommendation: (Please indicate your intent by placing an “x” next to your selection)

I waive________ / I do not waive _________ my right to see this form or any supplementary notes of letters pertaining to this form.

Printed Full Name of Applicant: __________________________________________________________

Signature of Applicant: ___________________________ Date: ______________

To be completed by the reference:

The above named applicant has chosen you as a reference in support of an application for the Medical Laboratory Science Program at the University of Utah. Your thorough and candid evaluation will be most helpful. Please complete this form as soon as possible and return it to the MLS Program Director via postal mail or email at the addresses listed at the end of this form.

Printed Name of Reference: __________________________________________________________

Title of Reference: _________________________________________________________________

Address: _________________________________________________________________

Telephone: __________________________

How long have you known the applicant? ________________ years ____________ months

Please indicate the dates: ________________________________________________________________

Relationship to Applicant:

_____Instructor     _____Supervisor     _____Coworker     _____Employer

_____Other: (Please describe) __________________________________________________________
Please circle the number to the right that corresponds with your rating of the applicant in each of the following areas:

<table>
<thead>
<tr>
<th>Area</th>
<th>Almost Always</th>
<th>Almost Never</th>
<th>Unable to Evaluate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiative: begins and completes an activity without direction from others</td>
<td>5  4  3  2  1  *</td>
<td></td>
<td></td>
</tr>
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<td></td>
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<th>High Potential</th>
<th>Low Potential</th>
<th>Unable to Evaluate</th>
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<tr>
<td>5 4 3 2 1</td>
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</table>

Please circle the degree to which you support this applicant for the Medical Laboratory Science Program:

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**Narrative Comment:** Please include a letter in which you comment on (1) the length of time you have known the applicant and in what capacity; (2) the applicant’s character, academic ability, systematic inquiry skills, ability to generate original ideas, interpersonal effectiveness, leadership potential, and potential for a career in Medical Laboratory Science. Specific observations regarding your ratings from the previous page and an evaluation of the applicant’s strengths and weaknesses will be most helpful.

Signature of Reference: ___________________________ Date: ____________

Thank you for assisting the Medical Laboratory Science Program at the University of Utah. If you have questions, please contact the Medical Laboratory Science Office at: (801) 581-7913.

Please return this reference form with your letter of reference by March 1st, 2016 directly to the MLS Program Director via postal mail or email at the following addresses:

Please return complete forms and letters of reference to:

Justin R. Rhees, M.S., MLS(ASCP)CM, SBBCM
Assistant Professor, Program Director
Medical Laboratory Science
Department of Pathology
University of Utah School of Medicine
30 North 1900 East, Salt Lake City, UT 84132

Or via e-mail at: justin.rhees@path.utah.edu
Reference Form

To be completed by the applicant:

The Family Education Rights and Privacy Act of 1974 and its amendments guarantee students’ access to educational records concerning them. Reference information is available to matriculated Medical Laboratory Science students (not applicants) if this right is not waived. Reference information is not available to students who are not accepted.

The following signed statement indicates my intent regarding this recommendation: (Please indicate your intent by placing an “x” next to your selection)

I waive _______ / I do not waive _______ my right to see this form or any supplementary notes of letters pertaining to this form.

Printed Full Name of Applicant: ________________________________

Signature of Applicant: ___________________________ Date: __________

To be completed by the reference:

The above named applicant has chosen you as a reference in support of an application for the Medical Laboratory Science Program at the University of Utah. Your thorough and candid evaluation will be most helpful. Please complete this form as soon as possible and return it to the MLS Program Director via postal mail or email at the addresses listed at the end of this form.

Printed Name of Reference: ________________________________

Title of Reference: ________________________________

Address: ____________________________________________

Telephone: ________________________________

How long have you known the applicant? ____________ years ____________ months

Please indicate the dates: ________________________________

Relationship to Applicant:

_____Instructor  _____Supervisor  _____Coworker  _____Employer

_____Other: (Please describe) ________________________________
Please circle the number to the right that corresponds with your rating of the applicant in each of the following areas:

<table>
<thead>
<tr>
<th></th>
<th>Almost Always</th>
<th>Almost Never</th>
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<tbody>
<tr>
<td><strong>Initiative</strong>: begins and completes an activity without direction from others</td>
<td>5</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td><strong>Perseverance</strong>: stays with an activity until it is completed</td>
<td>5</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td><strong>Responsibility</strong>: is accountable for consequences of their own actions</td>
<td>5</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td><strong>Prioritization</strong>: sorts trivial from important aspects of a situation</td>
<td>5</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td><strong>Organization</strong>: demonstrates a systematic or planned approach to activities</td>
<td>5</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td><strong>Logic</strong>: generates a reasonable conclusion from a set of related ideas</td>
<td>5</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td><strong>Creativity</strong>: generates new ideas out of familiar ideas or situations</td>
<td>5</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td><strong>Flexibility</strong>: readily explores and incorporates new ideas</td>
<td>5</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td><strong>Diversity</strong>: shows a wide range of interests and activities</td>
<td>5</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td><strong>Self-Perception</strong>: speaks accurately about own strengths and limitations</td>
<td>5</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td><strong>Self-Confidence</strong>: is self-assured, certain of own abilities</td>
<td>5</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td><strong>Communication</strong>: is articulate and clear in expression, both in oral and written form, with others</td>
<td>5</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td><strong>Sensitivity</strong>: anticipates and responds constructively to the feelings and needs of others</td>
<td>5</td>
<td>4</td>
<td>3</td>
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Please circle the number on the scale that most closely identifies your perception of the applicant’s potential for success in obtaining a bachelor’s degree:

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Essential Requirements for the Medical Laboratory Science Program
University of Utah
Department of Pathology

The following requirements for the MLS Program at the University of Utah parallel the essential functions, or task-based criteria, that employers define and expect of laboratorians when they are hired.

A) Essential Requirements of Observation

The MLS student must be able to:

1. Observe laboratory demonstrations in which biologicals (e.g., body fluids, culture materials, tissue sections, and cellular specimens) are tested for their biochemical, hematological, immunological, microbiological, and histochemical components.
2. Characterize the color, odor, clarity, and viscosity of biologicals, reagents, or chemical reaction products.
3. Operate a clinical grade binocular microscope to discriminate among fine structural and color (hue, shading, and intensity) differences of microscopic specimens.
4. Read and comprehend text, numbers, and graphs displayed in print and on a video monitor.

B) Essential Requirements of Movement

The MLS student must be able to:

1. Move freely and safely about a laboratory.
2. Reach laboratory bench tops and shelves, patients lying in hospital beds, or patients seated in specimen collection furniture.
3. Travel to numerous clinical laboratory sites for practical experience.
4. Perform moderately taxing continuous physical work, often requiring prolonged sitting, over several hours.
5. Maneuver phlebotomy and culture acquisition equipment to safely collect valid laboratory specimens from patients.
6. Control laboratory equipment (e.g., pipettes, inoculating loops, and test tubes) and adjust instruments to perform laboratory procedures.
7. Use a computer keyboard to operate laboratory instruments and to calculate, record, evaluate, and transmit laboratory information.

C) Essential Requirements of Communication

The MLS student must be able to:

1. Read and comprehend technical and professional materials including textbooks, magazine and journal articles, handbooks, and instruction manuals.
2. Follow verbal and written instructions in order to correctly and independently perform laboratory test procedures.
3. Instruct patients prior to specimen collection.
4. Maintain the confidentiality of patient information.
5. Communicate professionally with faculty members, fellow students, staff, and other health care professionals verbally and in a recorded format (writing, typing, graphics, or telecommunication).
6. Prepare papers and laboratory reports, and take paper, computer, and laboratory practical examinations.

D) Essential Requirements of Intellect

The MLS student must:

1. Possess these intellectual skills: comprehension, measurement, mathematical calculation, reasoning, integration, analysis, comparison, self-expression, and critical thinking.
2. Exercise sufficient judgment to recognize and correct performance deviations.

E) Essential Requirements of Behavior

The MLS student must:

1. Manage the use of time and prioritize actions in order to complete professional and technical tasks within realistic constraints.
2. Possess the emotional health necessary to effectively employ intellect and exercise appropriate judgment.
3. Provide professional and technical services while experiencing the stresses of task-related uncertainty (e.g., ambiguous test ordering or test interpretation), emergent demands (e.g., STAT test orders), and a distracting environment (e.g., high noise levels, crowding, complex visual stimuli).
4. Be flexible, creative and adapt to professional and technical change.
5. Recognize potentially hazardous materials, equipment, and situations and proceed safely in order to minimize risk of injury to patients, self, and nearby individuals.
6. Adapt to working with unpleasant biological samples and chemicals.
7. Support and promote the activities of fellow students, instructors, and other healthcare professionals.
8. Be honest, compassionate, ethical, and responsible; be forthright about errors or uncertainty; be able to critically evaluate own performance, accept constructive criticism, and look for ways to improve (e.g., participate in enriched educational activities).

Satisfactory completion of the MLS Program and successful employment following graduation demands your ability to meet the above requirements. If you are uncertain as to your ability with any of these essential functions, please consult with the MLS Program Director.

I understand and believe that I can fulfill the above essential requirements of the MLS Program.

Signature: ___________________________________________ Date: ________________
Admission Requirements and Application Portfolio Checklist

The following items must be included in the application portfolio. An application will not be reviewed until all documents have been received.

Please initial each item as it is completed:

_______ Proof of Acceptance to the University of Utah (UNID for current students; copy of the university acceptance letter for transfer students)

_______ Completed MLS application form that is signed and dated

_______ Official transcripts from all colleges and universities attended; including the University of Utah (an unofficial transcript from the University of Utah is acceptable for transfer students that have not taken courses at the university)

_______ Completed essay questions

_______ Current résumé

_______ Essential Requirements for MLS Program form signed and dated

_______ International applicants: documentation of SPEAK test score ≥45 and TOEFL score ≥500

_______ Completed portfolio checklist (this document)

The applicant certifies the following by initialing each item:

_______ I have a minimum cumulative GPA of 2.5 (this includes all institutions attended).

_______ I have identified and contacted three references to submit reference forms and letters on my behalf directly to the MLS Program Director.

_______ I will have completed all required pre-requisite and general education courses before fall semester 2016 (not applicable for post-baccalaureate applicants).

_______ I understand that I will be required to submit proof of the following immunizations (see back of page) upon acceptance to the MLS Program and that failure to do so, may prevent me from beginning some courses:

- **Hepatitis B**- three immunizations are required or documentation of immunity by titer. Antibody titer must be elevated or immunization is required.

- **MMR** (Measles-Mumps-Rubella)- two immunizations required for anyone born during or after 1957. If documentation cannot be provided, antibody titer must be elevated.

- **Tdap** (Tetanus/Diphtheria/Pertussis)- one booster shot received within the last 10 years.

- **Varicella** (Chickenpox)- documentation of two does of varicella vaccine administered at least 28 days apart, immunity by titer, or health-care provider verification of history of chickenpox.

- **Tuberculosis** (TB)- only a negative two-step TB test (intradermal PPD), negative Interferon Gamma Release Assay (QuantiFERON), or negative chest x-ray are acceptable. The two-step PPD QuantiFERON assay or x-ray must be performed within 12 months prior to the start of the fall semester. The two PPD tests must be a minimum of 10 days and maximum of 21 days apart. NOTE: another two-step TB test or QuantiFERON assay may be required by clinical affiliates prior to the start of any internship.
MLS Selection Criteria

Applications received by the March 1st deadline from all qualified applicants will be reviewed by the MLS Admissions Committee which consists of members of the MLS faculty. An application will not be reviewed until all documents have been received. Late applications may be considered dependent on class size. The admission process for the Medical Laboratory Science Program is competitive and is based on a point ranking system. Repeated math and science courses will be reviewed for demonstration of academic progress.

The following criteria will be used to rank all qualified applicants:

1. **Academic Achievement** (4 – 16 points)
   - Cumulative GPA
   - Math & Science GPA

2. **Essay Questions** (3 – 12 points)
   - Relevance
   - Organization/Logic/Clarity
   - Writing Style (Professional tone, free from spelling and grammatical errors)

3. **Experience** (3 – 12 points)
   - Laboratory Experience
   - Other Work Experience
   - Extra-Curricular/Community Service

4. **Letters of Reference** (1 – 4 points)

A personal interview may be conducted by the MLS Admissions Committee, if needed, to further assess applicant qualifications.