



ADVANCED & GRADUATE EDUCATION CLASS OF 2023

Jordan Sharpshair

THE DEAN'S LETTER

- Dean's Letter aka Institutional Evaluation
- The Dean's Letter is needed for all programs
 - PASS
 - Match
 - Even programs that don't participate in PASS or Match

Getting ready
to apply to residency

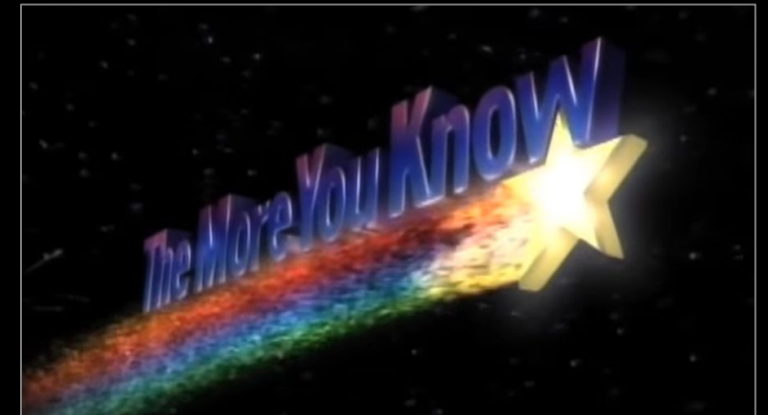


Being told there's
ANOTHER THING you have
to do for the application



WHAT IS THE DEAN'S LETTER?

- A letter from Dr. Probert that includes:
 - Your class rank & GPA (D1-D3 years)
 - Office of Academic Affairs should have this information ready by the end of May
 - Might be later if there are a high number of "I" grades
 - INBDE/NBDE Parts I & II (if applicable)
 - Date you took it and whether or not you passed
 - Highlights of your accomplishments during dental school
 - Leadership
 - Community/Humanitarian Service
 - Service to UFCO
 - Research



WHAT DO WE NEED FROM YOU?

- A well-written Dean's Letter is a win/win for everyone!
- Here's what you'll need to submit* for a Dean's Letter
 - An updated CV
 - A signed Release for Letter of Recommendation
 - A list of programs you are applying to
 - * Submit these materials **ELECTRONICALLY** to:
 - Jordan Sharpshair (JSharpshair@dental.ufl.edu)



YOUR CURRICULUM VITAE (CV)

- Major Accomplishments
 - Awards, honors, and distinctions
 - Community service and volunteerism
 - Research and publications
 - Professional memberships, activities, and experiences (include leadership positions)
- Make sure it is easy to read and understand
 - Check your spelling, grammar, and format – it counts!
 - Keep it concise (around 2-3 pages)

CV Example



Education

- 2013 – 2017 + **Doctor of Dental Medicine** University of Florida College of Dentistry (UFCD)
Gainesville, FL
- 2009 – 2011 + **Bachelor of Science** University of Florida
Gainesville, FL
- 2007 – 2009 + **Associates in Science** Broward College
Davie, FL
- 2003 – 2007 + **Certificate of Mastery in Dental Laboratory** McFatter Technical High School
Davie, FL

Related Employment

- 2011 – 2013 + **Dental Technician & Dental Assistant** ProLab LLC | Broward Dental Spa
- 2007 – 2009 Exhibited adequate skill and interest to be hired as a full time dental technician after high school graduation. Fabricated fixed prosthesis and shadowed prosthodontists and orthodontists there, since the laboratory was located inside a dental office.

Academic Leadership & Experience

- Teaching assistant** in UFCD's Restorative Department (Operative & Prosthodontics) 2014 – Present
Hired by UFCD Restorative Department since 2014 to work as teaching assistant for operative pre-clinical courses. Prosthodontic pre-clinical courses starting Summer 2017. In charge of sections in simulation lab where underclassmen are working on specific exercises.
- Tutor** for UFCD's pre-clinical courses (Operative & Prosthodontics) 2014 – Present
Hired by UFCD Student Affairs since 2014 to tutor underclassmen in pre-clinical courses. Demonstrated leadership by guiding underclassmen to successfully pass pre-clinical courses.
- UFCD Dental Ambassador** 2013 – present
Selected by peers to represent UFCD's Dean's Office as a Dental Ambassador. Helped coordinate events, tours, fundraisers, class reunions, etc. Organized Dental Ambassador program for Florida Dental Convention 2016.
- UF Admissions Outreach Ambassador** 2014 – present
Selected by UFCD's Office of Admissions to represent the school in admission related activities including Pre-Dental Fairs, interview tours, interview luncheons. Selected as mentor for UFCD's BS/DMD Mentor/Mentee Program.
- UFCD Summer Research Student** 2013
Summer research internship. Lack Of Age-Related Differences In Substance P Monocytic Activation. Presented poster in American Association for Dental Research meeting in Charlotte, NC in 2014.

RELEASE FOR LETTER OF RECOMMENDATION

- In order to write your letter, we need your permission to include FERPA-protected information (grades, class rank, etc.)

**You will need to complete a Release form for each faculty member you've requested a recommendation letter from*

- The Release for Letter of Recommendation is posted on the UFCD website
 - **Home Page > Education > Office of Academic Affairs > Teaching Resources and Forms**
 - **<https://dental.ufl.edu/education/dmd-program/teaching-resources-forms/>**

Release Form Example

- *I give my permission to...*
 - Dr. Patty Probert (or appropriate faculty)
- *All persons or entities listed here...*
 - All programs I am applying to
- *I give my permission for...*
 - Dr. Patty Probert (or appropriate faculty)
 - Check the boxes!
- *I hereby...*
 - Waive
 - Do not waive



Release for Letter of Recommendation

Instructions for Faculty and Staff: This form may be used when a student requests you, as a school official, to write a letter of recommendation. A signed release is necessary to document written consent from the student. Student consent should include: (1) a description of the information to be disclosed, (2) to whom the information will be disclosed, and (3) the student's signature and date.

If a letter of recommendation contains non-directory information:

- A written release is recommended for letters sent to other educational institutions in which the student seeks to enroll, including professional school admission services.
- A written release is required for general letters of recommendation sent to an employer or for any other purpose.

Examples of non-directory information include: disciplinary status, GPA, UFID or social security number, grades/exam scores and standardized test scores.

Instructions for Students: Complete, sign and return to the faculty or staff member.

I give my permission to Dr. Patty Probert (Faculty or Staff Member Name) to write a letter of recommendation and/or to provide an oral reference to:

☐ All persons or entities listed here: All programs I am applying to

I give my permission for Dr. Patty Probert (Faculty or Staff Member Name) to include the following non-directory information in the letter of recommendation or oral reference:

- ☒ Any information on my UF transcript including my grades and courses taken.
- ☒ Any information on the attached curriculum vitae or résumé.
- ☒ Any information included in my attached personal statement.
- ☒ Any educational and other records to which the recommender has (or has had) access in making academic and/or employee evaluations and decisions, (including but not limited to examinations, essays, term papers, teaching evaluations, graduate committee evaluations, and so forth.)
- ☐ Other (please specify) _____

I hereby

- ☒ Waive
- ☐ Do Not Waive

my right to review this recommendation letter or to know the contents of any oral communication.

Student's Name (please print) Anthony Licari UFID: 3688-3038
(Optional) Student's Phone: _____ Student's Email: ALicari@dental.ufl.edu
Student's Signature: Anthony Licari Date: 4/2/18

DON'T FORGET TO SIGN THE FORM



LIST OF PROGRAMS

- The list should include
 - Specialty
 - Name of each school
 - Application deadline for each
 - Whether or not the program participates in PASS/Match
- If a program does not participate in PASS/Match, tell us how to submit the letter
 - Email, online portal, USPS?
 - If USPS, provide Jordan with a stamped envelope and the **typed** recipient address

GENERAL PRACTICE RESIDENCY

List of programs for 2017-2018

<u>Program</u>	<u>Deadline</u>	<u>Participation in PASS</u>
1. V.A. Medical Center Malcom Randall V.A. Medical Center Dental Service (160) 1601 S.W. Archer Road Gainesville, Florida 32608-1197	October 3rd, 2016	Yes
2. Carolinas Medical Center Dept. of Oral Medicine 1000 Blythe Blvd. PO Box 32861 Charlotte, North Carolina 28203	October 3rd, 2016	Yes
3. Mountain Area Health Education Center Dental Health Center 123 Hendersonville Road Asheville, North Carolina 28803	October 17th, 2016	Yes
4. Maimonides Medical Center Division of Dentistry 4802 10th Ave. Brooklyn, New York 11219-	November 1st, 2016	Yes
5. Lutheran Medical Center (NYU-Lutheran) 150 55th Street Department of Dental Medicine Brooklyn, New York 11220	November 15th, 2016	Yes
6. Department of Dentistry/Oral Surgery The Brooklyn Hospital Center 121 Dekalb Ave., Box 187 Brooklyn, New York 11201-	November 15th, 2016	Yes
7. Faxton St. Luke's Healthcare Dental Health Center 1714 Burrstone Rd New Hartford, New York 13413	December 1st, 2016	Yes

TIMING IS EVERYTHING

- Submit your materials as soon as they are ready!
 - Our goal this year is to complete your letters within 30 days of receiving your materials.
- Your CV, signed release form, and program list should be submitted to us **no later than 30 days before your earliest deadline**
- Please keep in mind that we are writing letters for alumni as well!



QUESTIONS?

Email or stop by our offices!

Jordan Sharpshair – Room D4-33

JSharpshair@dental.ufl.edu

Dr. Patty Probert – Room D3-12

PProbert@dental.ufl.edu

