Thank you and congratulations to all of our students and preceptors for completing a successful first year for the Colorado Springs Branch! On April 21, our first cohort of 21 students will officially finish their 3rd year of medical school and will then go on to complete 4th year clinical electives and apply for residency training programs. We are excited about Match Day on March 16, 2018 and graduation for our first CSB cohort on May 25, 2018. Please let us know if you are interested in joining us for either of these events in Denver. Some of you will play an important role as our students apply for residencies by writing letters of recommendation. Please see the link ([How to Write an Effective Letter of Reference](#)) for details on writing a high-quality letter for residency applications. Both Chad Stickrath and I are more than happy to review and provide feedback on your letters.

On page 2 of this newsletter, you will find instructions on how to complete your student’s end-of-year evaluation which will be used to help determine his/her grade. Also, please make note of the awards that some of our students have received this year in addition to our preceptors who received teaching awards at our March 21 ceremony. We appreciate all of the time, effort, and enthusiasm you have dedicated this year to educate our physician-leaders of the future!

Erik Wallace, Associate Dean for Colorado Springs Branch
Preceptor Pearl – Effective End-of-Year Student Evaluations

The academic year is quickly winding down for our students. Thanks to all of your great work in teaching and mentoring the students, they are reporting a very positive experience, displaying great progress and seem to be performing at, or above, expectations for ending third-year students. The students have completed nearly all of their simulations, projects, and subject exams, where they are outperforming the national mean and comparing favorably with their colleagues in Denver!

As you know, these subject exams, projects, and simulations will be combined with the preceptor clinical evaluations to produce a final grade for the students in each specialty area. The fourth quarter clinical evaluations that you complete will be the last for the year and weighted the most heavily into the grade, although the grading committees will review all of the evaluations across the year.

**How do you provide a helpful and effective 4th quarter evaluation for your student?**

1. For final end-of-year grades, we are in an especially tight time crunch to process and post the grades and thus the timely (“within a week of receiving the notice) completion of evaluations in this quarter is critical and much appreciated!
2. Remember that your job is to describe what a student is able to do when working with you. You are not giving them a “grade,” but rather contributing data to the grading committee to evaluate their overall performance.
3. Accurately, check the box on each item that most closely reflects what the student is able to do.
4. *Most importantly, give a few examples in the comments section that describe what the student can/has done in your setting, which also validates what you marked in the checkbox area.
   - Providing accurate checkboxes and descriptive comments will prevent us from having to reach out to you to gather more data about the student’s performance prior to final grade assignment.

Useful evaluation comments describe actual behaviors in a specific manner. Examples include:

| More Effective                                                                 | Less Effective                                                                 |
|                                                                               |                                                                               |
| “Student Y arrives to our sessions on-time and prepared. They see several patients in a half-day where they efficiently gather patient information and present the pertinent to me in a reliable and thoughtful manner. They always generate a differential for new problems and suggest a treatment plan. As the year has progressed, they have required less input and direction from me.” | “Student Y is great.” (Tell us why they are great) |
| “Several times Student Z has independently provided effective education to parents about age-appropriate child restraints.” | “Student Z is performing at the Honors level.” (Again, tell us what they are actually able to do when working with you) |
| “Student Q has been able to create great rapport with the office staff and with patients. In fact, they have been able to elicit subtle historical elements from patients that have been important in diagnosing and treating those patients.” | “Student Q will be a great doctor.” (What attributes or behaviors have you witnessed that makes you believe they will be a great doctor?) |

CSB Student Highlight

We would like to highlight the students who have recently received recognition or an award.

**Invited to join AOA (Alpha Omega Alpha):**
- Kim Cabral
- Thomas Wong

**Recognized for an outstanding Quality Improvement project poster:**
- 1st—Kim Cabral
- 2nd—Nick Denardin and Thomas Wong
- 3rd—Eric Webster