

Performance Blueprint 2010-2011  
Pre-Professional Advising  
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# Blueprint 2010-2011

## Office of Pre-Professional Advising

### **Mission Statement**

*The Office of Pre-Professional Advising supports preparation for competitive application to professional school for USC students and alumni. The office promotes the development of the knowledge, skills, and characteristics necessary for student success in competitive admission processes for law, medical, and other health professional schools.*

### **Vision/Goal Statement**

*The Office of Pre-Professional advising provides guidance to pre-professional students through productive engagement in educational, service, and career development activities related to their chosen profession.*

- **Department Goal No. 1** – Enhance pre-professional student engagement, experiences, and satisfaction to promote academic success and career development.
  - **Contributes to corresponding Division Goal No. 1**
  
- **Department Goal No. 2** – Encourage students to engage in collaborative activities with other students, faculty and staff, and the community to enrich their learning environment.
  - **Contributes to corresponding Division Goal No. 2**
  
- **Department Goal No. 3** – Develop and practice methods of assessment that guide improvements to enhance student success and satisfaction.
  - **Contributes to corresponding Division Goal No. 3**
  
- **Department Goal No. 4** – Provide excellent service for delivering students’ application supplements and navigating new professional schools’ procedures to facilitate the application process.
  - **Contributes to corresponding Division Goal No. 4**
  
- **Department Goal No. 5** – Assist in the recruitment and retention of high-quality and diverse students to the University to cultivate an enriching, culturally diverse experience.
  - **Contributes to corresponding Division Goal No. 6**

## Department Goal No. 1

Enhance pre-professional student engagement, experiences, and satisfaction to promote academic success and career development.

### **Initiative - Coordinate pre-med and pre-law communities with Housing to provide student support network.**

- **KPI** - Recruit at least 20 students for freshmen pre-med community, 20 for upper class pre-med community and 10 for pre-law community.
- **KPI** - Maintain monthly meetings of all communities.
- **KPI** - Demonstrate end-of-year student satisfaction rating of at least 80%.

### **Initiative - Provide orientation seminars for pre-professional freshmen to enhance a strong start to college.**

- **KPI** – Advertise mid-summer to in-coming freshmen.
- **KPI** - Distribute orientation information on Scholars Day.
- **KPI** - Attendance of at least 100 pre-med and 40 pre-law students at respective orientations.
- **KPI** - Include presentations by medical school/law school faculty.
- **KPI** - Include presentations by representatives of appropriate student organizations.

### **Initiative – Provide venues to increase visibility of the office and encourage student use of the office**

- **KPI** - Provide information about services to at least 1,000 students (live).
- **KPI** - Presentations at six science classes.
- **KPI** - Presentations at three political science/criminal justice classes.
- **KPI** - Provide information to Student Orientation and Testing for summer orientations.
- **KPI** – Send office information letter to academic advisors prior to advisement.

### **Initiative - Provide drop-in hours, maintain listserv, advise student groups, maintain website.**

- **KPI** – Achieve 2,000 student office contacts throughout academic year.
- **KPI** – Reach 2,300 student emails on pre-med listserv, 600 on pre-law listserv, and 100 on pre-dental listserv.
- **KPI** - Offer 20 hours of pre-veterinary advising by visiting vet.
- **KPI** – Advise Phi Alpha Delta, Gamma Beta Phi, Association for Minority Pre-health Students, Health Occupations Students of America,
- **KPI** – Maintain 80% satisfaction rating on StudentVoice OPPA satisfaction survey.

**Initiative - Provide assistance with the medical, dental, and law school application process.**

- **KPI** - Present live medical school, dental school, health professional school, and law school application workshops to 200 students.
- **KPI** - Maintain at least 80% rating of the students' increased understanding of the application process.
- **KPI** - Provide live workshops regarding personal statement writing and interview skills to 100 students.
- **KPI** - Review personal statements of 100 students for content and interest and offer comments and suggestions.
- **KPI** - Perform mock interviews for 80 students and offer comments and/or suggestions for improvement.

**Initiative - Host admissions representatives from professional schools to provide information to students.**

- **KPI** - Host law school fair with at least 20 law school representatives.
- **KPI** - Attendance of at least 200 students at fair.
- **KPI** - Coordinate campus visits for ten additional professional school representatives.

**Initiative - Provide activities that familiarize students with their potential intended professions.**

- **KPI** - Provide *MedView* shadowing opportunities to 100 students.
- **KPI** - Coordinate *Real World*, the pre-law student information series, for 100 students.
- **KPI** - Host admissions representative presentations of state-funded professional schools for 200 students.

**Department Goal No. 2**

Encourage students to engage in collaborative activities with other students, faculty and staff, and the community to enrich their learning environment.

**Initiative - Encourage student/faculty interaction.**

- **KPI** - Invite faculty to present at orientations.
- **KPI** - Reinforce to students the importance of good faculty relations for future letters of recommendations at orientations and office visits.
- **KPI** - Continue to refer students to Office of Undergraduate Research and Office of Fellowships and Scholar Programs.
- **KPI** - Provide MCAT review course, taught by USC faculty, to 60 juniors and seniors.

### **Initiative – Support student activities within the community**

- **KPI** – Place 100 pre-med student volunteers in local hospitals and health care facilities.
- **KPI** – Refer pre-professional students to the Office of Community Service Programs.
- **KPI** – Assist living and learning community students in forming structured study groups.

### **Department Goal No. 3**

Develop and practice methods of assessment that guide improvements to enhance student success and satisfaction.

#### **Initiative - Develop outcomes assessments for PACES camp and application workshops.**

- **KPI** - Administer a pre and post test affirming statistically significant knowledge attainment of important preparation and application concepts for PACES students.
- **KPI** - Administer an outcomes survey at application workshops demonstrating 80% positive student ratings.

#### **Initiative - Determine students' perception of the quality of OPPA services.**

- **KPI** - Administer a comprehensive StudentVoice satisfaction survey to students.
- **KPI** - Maintain satisfaction rating of 80% in all survey areas.

#### **Initiative – Ensure timeliness and accuracy of information and assistance for pre-professional students.**

- **KPI** – Meet with admissions directors of all state-funded professional schools to verify appropriate information and changes.

### **Department Goal No. 4**

Provide excellent service for delivering students' application supplements and navigating new professional schools' procedures to facilitate the application process.

#### **Initiative - Coordinate annual distribution of USC student s' confidential letters of evaluation to professional schools.**

- **KPI** – Maintain folders for students' letters of evaluation for professional school application.
- **KPI** – Send confirmation emails to students requesting to have letters sent.
- **KPI** - Letters are sent within five days of a request.

**Initiative – Assimilate changes in application procedures for professional schools.**

- **KPI** - Identify changes made to the procedures at the beginning of each application cycle.

**Department Goal No. 5**

Assist in the recruitment and retention of high-quality and diverse students to the University to cultivate an enriching, culturally diverse experience.

**Initiative - Provide presentations/office presence upon request for Carolina Scholars, McNair Scholars, Junior Preview, and fall & spring open houses.**

- **KPI** - Present at all of the above as requested.
- **KPI** - Distribute office literature to prospective students and parents.

**Initiative - Collaborate with Visitors Center to meet with prospective students.**

- **KPI** - Track Number of students referred from Visitor Center.
- **KPI** - Accommodate 95% of meeting requests.

**Initiative - Offer Pre-medical Academic and Career Exploration Series (PACES) summer camp to incoming pre-med freshmen.**

- **KPI** - Conduct the camp for 40 students.
- **KPI** - Maintain student satisfaction rating of at least 80%.
- **KPI** - Demonstrate learning outcome attainment in 80% of students.