

ACAA Capstone Project Title: Pre-Professional Personal Statement Workshop Series

Proposed by: Amanda Spohn

Does the project proposed fall within the scope of academic advising?

Yes, the proposed project falls within the scope of academic advising.

The committee approves the proposal with the following suggestions related to the proposal's scope, focus, or presentation method:

1. Who is doing what? What specific roles are your listed collaborators taking on in various stages of the project. What other on-campus professionals will be involved and at what specific stages of the program?

Amanda Spohn (Pre-Professional Advising Office Lead Advisor – Pre-Dental/Optometry):

- Reached out to Jenna Lostritto-Simmons in the Career Center for a collaboration on this workshop. Endia Sowers Paige offered to collaborate on this workshop and opened it up to law students.
- Reached out to Dr. Cynthia Turner Camp, Associate Professor and Graduate Coordinator in the Department of English, who then connected me with Paula Rawlins, English PhD Candidate and Assistant Director of the UGA Writing Center.
- Attended all in-person sessions of the workshop series.
- Handled all logistics for workshop including all virtual sessions. Breakdown can be found in the "Behind the Scenes" section.
- Reached out to UGA alumni and current dental students for virtual feedback sessions.
- Worked with the Pre-Professional Advising Office Coordinator, Caroline Piotrowski, to reach out to current pre-med UGA students accepted into medical school to ask for permission to read their personal statements out-loud during the second in-person session as examples of quality work. The two students whose statements I wanted allowed us to share their work out-loud and anonymously.
- Collaborated with Jenna and Endia on Pre-Professional Personal Statement Workshop Series PowerPoint.
- Created Golden Circle handout.
- Created Personal Statement Outline handout.
- Created Pre-Professional Personal Statement Workshop Syllabus.
- Created student sign-up sheet and email template for workshop with help from Caroline Piotrowski.
- Created virtual flyer for workshop.
- Opened and closed registration. Emailed all students registered for workshop and students waitlisted for workshop.
- Matched all professional students with participants.
- Matched all professional consultants with participants.
- Worked on professional student personal statement training email guide with Endia.
- Compiled a workshop packet of materials with Endia. Rebecca Semeria, Administrative Assistant assisted with organizing and binding all the materials together in the packet.

- Worked on professional student personal statement guide with Endia.
- Created feedback survey with Endia. Caroline Piotrowski assisted.
- Collaborated with Caroline Piotrowski on adding [workshop information](#) to the Pre-Health Advising Office Website.
- Collaborated with Jenna and Endia on “Crafting a Personal Statement – A Cross-Collaboration Model” PowerPoint.
- Created the “Components of a Personal Statement Workshop Handout,” provided to the presentation attendees.
- Collaborated with Jenna and Endia on SAAHP Conference proposal.
- Presented with Jenna and Endia at the SAAHP conference on our workshop.

Jenna Lostritto-Simmons (Career Consultant – Career Center):

- Attended all in-person sessions of the workshop series.
- Recruited Career Center Volunteers.
- Offered Career Center Personal Statement Workshops for students waitlisted after registration closed.
- Created Wandering Map handout.
- Collected and shared common personal statement pitfalls.
- Created a personal statement training PPT for both Career Center and Writing Center volunteers.
- Collaborated with Amanda and Endia on the Pre-Professional Personal Statement Workshop Series PowerPoint.
- Collaborated with Amanda and Endia on “Crafting a Personal Statement – A Cross-Collaboration Model.”
- Suggested we propose and submit for the SAAHP conference in Memphis, Tennessee May 26th-31st).
- Collaborated with Amanda and Endia on SAAHP Conference proposal.
- Presented with Amanda and Endia at the SAAHP conference on our workshop.

Endia Sowers Paige (Pre-Professional Advising Office Lead Advisor – Pre-Law):

- Attended all in-person sessions of the workshop series.
- Created Law School Core Competencies handout.
- Reached out to law students for virtual feedback sessions.
- Reached out to a UGA pre-law student accepted into law school for permission to read their personal statement during the second in-person session.
- Reviewed all emails drafted by Amanda.
- Worked on professional student personal statement guide with Amanda.
- Reviewed and contributed to workshop syllabus.
- Compiled a workshop packet of materials with Amanda.
- Collaborated on creating the Pre-Professional Personal Statement Workshop Series PowerPoint with Amanda and Jenna.
- Collaborated on “Crafting a Personal Statement – A Cross-Collaboration Model” and came up with title of presentation.

- Collaborated with Amanda and Jenna on SAAHP Conference proposal.
- Presented with Amanda and Jenna at the SAAHP conference on our workshop.

Writing Center: Paula Rawlins: (Collaboration with Ms. Rawlins was mostly through email).

- Provided 7 Writing Center consultants (including herself) for personal statement feedback review sessions, both in person and virtual.
- Reviewed all materials for the workshop and gave suggestions.
- Attended Session 6 (In-Person) for feedback review with her two assigned students.
- Provided Writing Center logo and data for PowerPoints.

Career Center Volunteers:

- Attended Session 6 (In-Person) for feedback review of assigned students.
- Participated in virtual feedback exchange with assigned students.

Special thanks for contributions to workshop series:

Caroline Piotrowski (Coordinator of the Pre-Professional Advising Office): Reviewed and contributed to both workshop and conference PowerPoint. Reached out to medical students for feedback review sessions.

Dr. Greg Spillers (Former Coordinator of the Pre-Professional Advising Office): Created Medical School Core Competency Worksheet utilized in session 1.

Jabari Robinson (Pre-Med Advisor): Pie Charts of student feedback in Excel for the conference PowerPoint.

Mandy Skinner (Allied Health Advisor): Reached out to Anesthesiologist Assistant and Genetic Counseling students for virtual feedback sessions.

Angela Romero-Shih (Lead Advisor – Exploratory Center): Reviewed and offered suggestions on both the SAAHP Conference PowerPoint and conference handout.

Shannon Perry (Chair of Advanced Academic Advising Certificate Committee - Lead Advisor – Exploratory Center): Mentored me through this Advanced Academic Advising Certificate process, offered suggestions and looked over conference PowerPoint alongside all materials submitted to the Advanced Advising Certificate Committee.

Behind the Scenes Breakdown

Workshop Date	Description	Advisor
January 24	- Opened registration for the workshop.	Amanda

January 25	- Closed registration and emailed students about their status (enrolled & wait-listed).	Amanda
February 6 & 11	- Sent reminder email to participants regarding the first in-person session.	Amanda
February 13	- Session 1: Presented in-depth PowerPoint regarding personal statement writing and managed interactive writing activities. Announced collaboration with professional students to encourage continued participation. Gave students a writing assignment on themes	Amanda, Endia, & Jenna
February 18	- Sent reminder email regarding next in-person session. - Sent professional students the names and emails of the participants they will be paired with as well as a guideline and sample questions for reference.	Amanda
February 20	- Session 2: Did a peer pair & share activity, discussed the PEEL outline and held a first draft write-in session	Amanda, Endia, Jenna
February 25	- Sent reminder email to participants to submit their first draft by 10am on February 27.	Amanda
February 27	- Session 3: Confirmed that all participants had submitted their first draft. Connected these participants with their professional student volunteers via an introductory email - Contacted the participants who had not submitted their first draft by the deadline to assess how to move forward	Amanda
March 6	- Session 4: Confirmed that all professional students had submitted their feedback. Reminded participants that	Amanda

	<p>they have two weeks to complete their second draft.</p> <ul style="list-style-type: none"> - Sent professional consultants the names and emails of the participants they will be paired with. 	
March 18	<ul style="list-style-type: none"> - Sent reminder email to participants to submit their second draft by 10am on March 20. 	Amanda
March 20	<ul style="list-style-type: none"> - Session 5: Confirmed that all participants had submitted their second draft. - Connected participants with professional consultants via an introductory email. - Contacted the participants who had not submitted their second draft by the deadline to assess how to move forward. 	Amanda
March 26	<ul style="list-style-type: none"> - Sent reminder email to participants and professional consultants regarding the upcoming in-person feedback session. 	Amanda
March 28	<ul style="list-style-type: none"> - Session 6: In-person feedback from the professional consultants. Final draft write-in. 	Amanda, Endia, Jenna, Writing Center and Career Center Volunteers
April 1	<ul style="list-style-type: none"> - Emailed students a reminder of their April 3 final draft deadline. 	Amanda
April 3	<ul style="list-style-type: none"> - Session 7: Confirmed that all participants submitted their final draft via email. 	Amanda
April 8	<ul style="list-style-type: none"> - Emailed reminder to professional consultants to send final draft feedback via email to their assigned participants by April 10. 	Amanda
April 10	<ul style="list-style-type: none"> - Session 8: Confirmed that final draft feedback was sent to participants. 	Amanda
April 12	<ul style="list-style-type: none"> - Feedback: Sent survey to 27 participants, compiled data and shared results with both professional students and professional consultants. 	Amanda & Endia

	Over 50% of students responded	
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2. When and how will you be identifying participating students? Will advisors have the opportunity to refer students to this program? If advisor referrals will be involved, what steps will they follow to refer interested students?
 - Students offered opportunity to sign-up for this workshop series over Pre-Health and Pre-Law Listserv.
 - Registration opened up to 30 students on January 24 closed on January 25.
 - 36 students registered and received a confirmation email.
 - Prioritized students applying during the 2019/2020.
 - 9 students received wait-list email connecting them with Personal Statement Workshops later in the semester with the Career Center
 - **Final breakdown:**
 - 15 Pre-Med
 - 3 Pre-Dental
 - 5 Pre-Law
 - 2 Genetic Counseling
 - 1 Pre-OT
 - 1 Pre-PT
 - 3 Pre-PA

3. How applicable will your project materials (handouts, PowerPoints, etc.) be for students/advisors who work outside of pre-professional areas? Would you be willing to also post your materials on the advising.uga.edu site where we hope to collect all finished capstone projects?
 - All materials and workshop walkthrough added to the [Pre-Health website](#) and will be added to the Pre-Law website over the summer. Advisors will have access to both PowerPoint presentations and website to edit and utilize materials from this workshop.

4. You may wish to add a reflective component that captures how you managed this complex program planning and collaboration with other offices. This may be a good written piece or presentation that could benefit the ACAA Leadership course or could be included as a capstone resource on the advising.uga.edu site.
 - The PowerPoint presentation given to the SAAHP Conference breaks down the logistics of the Pre-Professional Personal Statement Workshop Series, which will be made available on advising.uga.edu.