

The background of the entire page is a grayscale photograph of a surgical team in an operating room. Several surgeons in scrubs and masks are visible, focused on a patient. The lighting is bright, typical of an OR, and various medical instruments and equipment are visible in the background.

# **CBioMed**

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The University of Texas  
at Dallas

## **CERTIFICATE IN BIOMEDICAL SCIENCES**

Post-Baccalaureate  
Pre-Health Professions Program

**Information and Guidelines  
Academic Year 2015-2016**

# **CBioMed**

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## Certificate in Biomedical Sciences Program Information and Guidelines

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## **The University of Texas at Dallas**

### **CERTIFICATE IN BIOMEDICAL SCIENCES**

#### **Post-Baccalaureate Pre-Health Professions Program**

### **THE PROGRAM**

The Certificate in Biomedical Sciences Program at The University of Texas at Dallas offers students the opportunity to further their undergraduate education by taking science coursework focusing on the integrative scientific study of biological issues related to health and medicine/dentistry. Many students seek this coursework to prepare for a career in medicine, dentistry or podiatry. The program is offered through the UT Dallas School of Natural Sciences and Mathematics (NSM) and administered through the Health Professions Advising Center (HPAC) in the Office of Undergraduate Education (OUE). Because the program is generally intended to be completed in a year, those with limited science background should consider choosing one of the other Directed Post-baccalaureate Pre-health Studies options, and/or if appropriate take introductory science classes in accordance to articulation agreements with local community colleges. For those needing to address substantial issues in their prior undergraduate preparation, more than one year of coursework and/or experience may be needed. Additional program options are available within this booklet and on the UT Dallas website. Prospective students may also want to check post-baccalaureate programs listed on the Association of American Medical Colleges (AAMC) website and information on the American Association of Colleges of Osteopathic (AACOM) website.

The UT Dallas Certificate Program best serves full-time students needing advanced pre-requisite courses and/or add more advanced science coursework to their record. In addition to science coursework, emphasis is placed on students developing the personal and interpersonal competencies desired by health professions schools and in professional practice. The program is designed to aid students interested in either medical, dental or podiatry schools. Those who desire entry to another health profession (for example, physician assistant, pharmacy, optometry, or public health) may want to consider Directed Post-baccalaureate Pre-health Studies options.

All pre-health students at UT Dallas are encouraged to work with HPAC advisors and an active Post-baccalaureate Pre-health Society (PBPHS) is available to support non-traditional students.

### **CERTIFICATE PROGRAM LEADERSHIP**

HPAC and the CBioMed Program are directed by Dr. Karen de Olivares who also holds an appointment as Clinical Associate Professor in the School of Economic, Political and Policy Sciences. Dr. de Olivares has worked with students in higher education since 1995 and has

advised medical and pre-health students since 2000. As a non-traditional student in a Ph.D. program at the University of Michigan, she understands returning students may face a different set of pressures than do traditional undergraduates. Dr. de Olivares has served on the Board for the National Association of Advisors for the Health Professions (NAAHP) and the Southeastern Association of Advisors for the Health Professions. She has been active in leadership for the Texas Association, serving as Secretary/Treasurer and Chair. Dr. de Olivares currently serves as an Assistant Director for the NAAHP Communications Committee.

CBioMed students may also be advised by Mr. Doyen Rainey, Mrs. Leona McCulley, and Ms. Shirley Yang. Mr. Rainey has worked in HPAC since 2007. He holds a Master's Degree in Teaching and coaches students in Verbal Reasoning. Mrs. McCulley earned a Bachelor's degree in Biology and a Master's degree in Healthcare Administration. She worked in hospital management prior to joining HPAC. Ms. Shirley Yang earned a Master's Degree in Higher Education Administration & Supervision. She previously worked at a high school with a focus on admissions and scholarship applications. Health professions students at UT Dallas are also served by HPAC consultant David Murchison, D.D.S., retired Director of Dental Operations for the U.S. Air Force. Dr. Murchison teaches Oral Histology at UT Dallas and teaches at Baylor College of Dentistry. He serves as a member of the UT Dallas Health Professions Evaluation Committee.

## **WHY UT DALLAS?**

The University of Texas at Dallas has a long and distinguished history of scientific research, next-generation research collaborations, and endorsements from prominent professional schools.

- UT Dallas was founded as a scientific research institution and has continued to be a leader in the areas of engineering, computer science, and the natural and physical sciences.
- The reputation of UT Dallas among medical and dental schools in Texas (and beyond) is very strong.
- The Green Fellowship Program, a collaboration with UT Southwestern Medical Center, recognizes the strong science education that students receive at UT Dallas. The fellowship is a semester-long intensive research training experience for undergraduates in one of several biomedical science fields.

The CBioMed Program is endorsed by Baylor College of Dentistry, and UT Dallas students have received acceptances from medical and dental schools throughout the United States. The addition of pre-podiatry preparation to the CBioMed Program has prompted interest in this area and offers of acceptance from colleges of podiatric medicine are expected to increase. The CBioMed Program offers an excellent non-traditional path for those who have already received a bachelor's degree. The program represents a recognized opportunity for students to demonstrate their ability to perform well academically in challenging classes and receive supervised preparation of their applications.

## HEALTH PROFESSIONS ADVISING CENTER



The Health Professions Advising Center (HPAC) offers personalized pre-health advising through individual appointments and daily drop-in hours. HPAC also sponsors many seminars throughout the year on topics such as interviewing skills, personal statement writing, and application completion. HPAC maintains a resource room/student lounge that can be used as a quiet study place. It is also available for study groups and student organization meetings.

In addition, HPAC offers a formal Health Professions Evaluation (HPE) process for current medical and dental school applicants. The HPE process provides guided assistance from HPAC advisors to students as they prepare their application materials. Included in the process are a general orientation to the application and admissions process and workshops on personal statement writing, interviewing skills, and application completion. The process also includes evaluative interviews with experienced UT Dallas faculty members, enabling students to hone their interview skills and obtain feedback on their strengths and weaknesses. The final part of the HPE process is a HPE Committee file review and the submission of students' letters of recommendation along with a detailed Committee letter. Many medical and dental schools prefer this type of evaluation.

### PROGRAM ADMISSION

Prospective students interested in enrolling in the Certificate in Biomedical Sciences Program will be considered for admission based on the following standards:

- met University admission requirements established for transfer undergraduate students;
- earned a bachelor's degree from a regionally accredited U.S. college or university;
- exhibited clear motivation for a career in a medicine, dentistry or podiatry (as evidenced by previous coursework, clinical exposure and/or a realistic plan for preparation);
- completed the CBioMed Program supplemental application; and,
- earned an undergraduate GPA of at least 2.75.

Note: Competitive applicants for the CBioMed Program should have completed, or be in the process of completing, an introductory sequence – for science majors – of chemistry, biology and physics.

Application for the program is through the *ApplyTexas* online application at [utdallas.edu/admissions](http://utdallas.edu/admissions). Applicants should apply as:

- (1) Transfer, Undergraduate students in the
- (2) School of Natural Science and Mathematics and select the
- (3) Undergraduate Certificate in Biomedical Sciences.

Once a prospective student has applied to UT Dallas, s/he must complete the certificate program supplemental application available on the HPAC website. This supplemental application enables the program director and coordinator to better assess motivation for entry into the certificate

program and to understand how past academic experiences relate to an ability to succeed. Applicants should carefully consider their responses to questions posed in the supplemental application.

Students may enter the program in the Summer or Fall semester. Because positions for entering students are limited, individuals interested in the CBioMed Program are encouraged to apply early and to have their application materials complete well before the published deadlines. Also, admission is competitive; therefore, not all applicants meeting the admissions requirements will be admitted. The deadline for the application is end of business hours on Friday, February 20, 2014, although review of applications will be done on a rolling basis. Applications received after the deadline will be rejected. If you have questions after reading the booklet and reviewing the supplemental application, please contact Ms. Shirley Yang or Dr. Karen de Olivares.

## **PROGRAM REQUIREMENTS**

Requirements for completion of the Certificate in Biomedical Sciences Program include:

- A minimum of 24 post-baccalaureate undergraduate credit hours of approved courses at UT Dallas.
- Of the 24 credit hours completed toward the certificate, a minimum of 9 credit hours must be HPAC advisor approved upper-division science courses.
- In addition to the science courses, students must complete at least one course with content covering health disparities, professionalism, and/or ethics (see *elective courses* listed below).
- Completion of all admission pre-requisite courses for the health profession schools to which the student will be applying.
- A UT Dallas post-baccalaureate grade point average of at least 3.30.
- Evidence of at least 50 clock hours of approved clinical, community service and/or research activities documented according to program standards (see *Requirements* listed below).
- Completion of the Health Professions Evaluation (HPE) Process and recommendation by the HPAC Advisory Committee.

The certificate program is designed for students who are preparing for entrance into a medical, dental or podiatry school. Optimally, students will participate on a full-time basis in order to reflect their ability to succeed in a science-orientated academic program with heavy course loads. While the program is designed to be completed in one year, an additional year or more of activities and classes may be required to prepare a competitive application. A variety of resources exist that can help you plan. We encourage career changers and those who seek to enhance their credentials to talk with health professions advisors at the undergraduate institution where they earned a degree. Additionally, [www.explorehealthcareers.org](http://www.explorehealthcareers.org) has a wealth of information about different health professions as well as steps to take toward reaching a goal. *The Health Professions Admissions Guide* is another resource. It is published by the National Association of Advisors for the Health Professions (NAAHP) and updated on a regular basis.

Depending on a student's previous science coursework (including number of courses taken, when those were taken, and performance in such courses) as well as pre-professional experiences, putting together a competitive application could include preparatory coursework at



a community college (prior to advanced certificate program work at UT Dallas), work in a research laboratory (after earning the Certificate), and/or experience working or volunteering in a clinical setting. Application to medical, dental or podiatry schools is an involved process. The application is submitted typically a year prior to the planned date of entry to the health profession school.

**Sample Timeline for 2017 Entry**

MAY JUNE JULY AUG SEPT OCT NOV DEC JAN FEB MARCH APRIL

Begin May 2016 through June → (TMDSAS application closes Oct 1)

Target June 15 2016 to submit primary application

Work on secondary applications

Interview invitations -- late July 2016 through March 2017

Interviews →

Notification of acceptance can begin Oct 15 2016 for Fall 2017

Notification of acceptance continues →

**Note:** There are some variations among dental schools regarding application deadlines and notifications. The timeline also varies somewhat between TMDSAS and AMCAS schools, as well as for colleges of podiatric medicine. Always check directions on the application websites!!

## **PROGRAM COURSE INVENTORY**

A variety of classes are available to students, depending on their particular needs and previous experience in undergraduate science courses. Students in the program take courses with other undergraduate students and with the same faculty members. This structure is important because the rigor of the UT Dallas undergraduate curriculum is well known.

HPAC advisors work with students to develop a curricular plan that is based on their individual circumstances, including past academic history and career goals. Courses that may be included to fulfill the certificate program requirements are listed below. ***Not all courses are taught every semester. Students are required to work with an HPAC advisor in order to plan their curriculum for the program.***

### Biology

BIOL 3101 – Classic and Molecular Genetics Workshop

BIOL 3102 – Eukaryotic Molecular & Cell Biology Workshop

BIOL 3161 – Biochemistry Workshop I

BIOL 3162 – Biochemistry Workshop II

BIOL 3301 – Classical and Molecular Genetics

BIOL 3302 – Eukaryotic Molecular and Cell Biology

BIOL 3318 – Forensic Biology

BIOL 3335 – Microbial Physiology  
BIOL 3361 – Biochemistry I  
BIOL 3362 – Biochemistry II  
BIOL 3370 – Exercise Physiology  
BIOL 3380 – Biochemistry Laboratory  
BIOL 3455 – Anatomy and Physiology I  
BIOL 3456 – Anatomy and Physiology II  
BIOL 3V00 – Genes, Disease & Therapeutics  
BIOL 3V20 – General Microbiology with Lab  
BIOL 4341 – Genomics  
BIOL 4345 – Immunobiology  
BIOL 4350 – Medical Microbiology  
BIOL 4353 – Molecular Biology of HIV/AIDS  
BIOL 4366 – Molecular Biology of Cancer  
BIOL 4V40 – Oral Histology

#### Chemistry

CHEM 2123 – Introductory Organic Chemistry Lab I  
CHEM 2125 – Introductory Organic Chemistry Lab II  
CHEM 2323 – Introductory Organic Chemistry I  
CHEM 2325 – Introductory Organic Chemistry II  
CHEM 2401 – Introductory Quantitative Methods in Chemistry  
CHEM 3321 – Physical Chemistry I  
CHEM 3322 – Physical Chemistry II

#### Neuroscience

NSC 3361 – Behavioral Neuroscience  
NSC 4352 – Cellular Neuroscience  
NSC 4351 – Medical Neuroscience  
NSC 4354 – Integrative Neuroscience  
NSC 4356 – Neurophysiology  
NSC 4363 – Neuropharmacology  
NSC 4366 – Neuroanatomy  
NSC 4367 – Developmental Neurobiology

#### Physics

PHYS 3317 – Physics of the Human Body  
PHYS 3330 – Numerical Methods in Physics & Computational Techniques

#### Statistics

STAT 3332 – Statistics for the Life Sciences

Because of science content and topical relevance, a few other UT Dallas courses may count toward the science credit hours for the certificate program. These courses include: ISIS 3309, Dental Anthropology; ISIS 2308, Bones, Bodies and Disease; GEOG 3357, Spatial Dimensions of Health and Disease; and GEOS 3124, Geology and Human Health. Courses not on the above list may not meet requirements for the CBioMed Program. **Students must check with an HPAC advisor prior to altering an approved course schedule.** Up to 3 hours of teaching assistant or research credit courses may be accepted toward course requirements, depending on



an individual's prior coursework and experience; however, approvals for such credit are rare. Research credit may, however, be used for up to 25 hours of the required clinical/community service/research activities.

### **Health Disparities, Professionalism and Ethics**

All certificate students are required to take, as a part of their program curriculum, a class covering topics in health disparities, professionalism and/or ethics. Many professors at UT Dallas have a strong connection to issues in healthcare through professional practice, extended work with diverse populations, and/or research. Their courses draw from direct experience and allow students to explore issues they will likely confront as health care professionals.

### **Elective Courses**

Relevant elective courses may also be included in a student's certificate program curriculum. These courses could serve as important elective credits and supplement the student's application to professional school. Elective courses are found in a variety of departments around the University. Offerings vary from semester to semester, with courses added each year. They may include:

HMGH 4301 – Introduction to Healthcare Management  
ECON 3330 – Economics of Health  
GEOG 3357 – Spatial Dimensions of Health and Disease  
GST 4325 – Motherhood and the Technological Womb  
HIST 3328 – History and Philosophy of Science and Medicine  
HLTH 1100 – Career Exploration for the Health Professions  
HLTH 1322—Human Nutrition  
HLTH 3101—Medical Terminology  
HLTH 3300 – Pre-Health Professional Development  
HLTH 3305—U.S. Healthcare System  
HLTH 4380 – Special Topics in Healthcare  
ISIS 2308—Bones, Bodies and Disease  
PHIL 4380—Medical Ethics  
PHIL 4380—Philosophy of Medicine  
PSCI 4365—Law and Medicine  
PSY 4346 – Human Sexuality  
PSY 4328—Health Psychology  
SOC 4369 – Public Health and Society  
SOC 4371 – Mental Health and Illness  
SOC 4372—Health and Illness  
SPAN 3341—Medical Spanish

## **REQUIREMENTS FOR CLINICAL, COMMUNITY SERVICE AND/OR RESEARCH EXPERIENCE**

Each Biomedical Sciences Certificate program student must document 50+ hours of research, community service and/or clinical exposure. An HPAC advisor must approve the 50 hours. The combination of service, clinical and research experience included in a student's program plan depends on his/her background. The experiences, however, must adhere to the following

guidelines.

- Up to 25 hours of service activities will be counted toward fulfilling requirements. Students are encouraged to participate in a variety of activities at different locations. Engagement in the community is an important part of demonstrating a disposition for service and provides opportunities to gain understanding outside one's social or cultural group.
- All 50 hours in a clinical setting may be counted toward requirements, if that 50 hours includes a community service component and enhances a student's knowledge of professional practice. For example, a student may volunteer at a community clinic in an underserved area, interacting with patients, physicians, nurses and health care staff.
- Up to 25 hours of research may be counted towards program requirements.
- Up to 25 hours of paid clinical or research experience may be counted toward program requirements.

Research, service and clinical hours above the 50-hour minimum are encouraged, and could certainly improve candidacy for professional school. Pre-dental students should plan to have at least 100 hours of documented clinical experience/observations prior to application to dental school. If you have further questions, please speak to a HPAC advisor.

The Dallas-Fort Worth metropolitan area provides many opportunities for students to involve themselves in clinical activities. Students are required to arrange their own experiences. Hospital volunteer programs, physician or dentist shadowing, and health-related community service projects are the most frequent ways that students fulfill this requirement.

## **PROGRAM GRADUATION PROCEDURES**

Students must initiate the process for graduation from the certificate program. The Certificate Graduation Checklist is included in the Appendix to this document and is also available on the UT Dallas HPAC website. During the last semester in which they wish to take classes, students should submit a completed Checklist to the HPAC office. The CBioMed coordinator will then validate that the student has completed all program requirements and, assuming such, send official notification to the Registrar's Office indicating completion. Achievement of the certificate will be noted on the transcript and the student will receive a printed certificate by mail. Certificate program graduates are not eligible to participate in the University's commencement ceremony.

Once the student has completed the CBioMed Program and the Registrar's Office has been notified, the student will not be able to register for future semesters unless s/he reapplies to the University in a degree program or as a non-degree-seeking student. Students with questions about attainment of the Certificate and registering for additional classes should speak with the CBioMed program coordinator or director.

## PROGRAM COST

There are no costs related to the program outside of tuition, necessary course-related fees, and applicable University wide fees. The most current tuition and fee structure can be found at <http://www.utdallas.edu/bursar/>

## SELECTED FACULTY PROFILES

Among the many fine faculty members at UT Dallas, students benefit from a number of faculty members who bring the perspective of their clinical training and experience to the undergraduate classroom. These faculty members are frequently cited by students as excellent instructors and mentors.



**Van Miller, M.D., Ph.D.**

Ph.D., Neuroscience, University of Texas at Austin

M.D., University of Texas Medical Branch, Galveston

Pediatric Residency, University of Texas Medical Branch, Galveston

Neurology Residency, North Carolina Baptist Hospital

Pediatric Neurology Fellowship, University of North Carolina Hospital

EEG/Epilepsy Fellowship, University of Texas Southwestern Medical School, Dallas

Dr. Miller is a “mostly retired” pediatric neurologist who now teaches Neuroscience at UT Dallas. His career has traversed UT Southwestern medical school as Neurology faculty to private practice in Plano and now to UT Dallas. He thus tends to bring a clinical orientation to teaching classes in *Behavioral Neuroscience*, *Neuroanatomy*, *Medical Neuroscience*, and *Epilepsy*. His clinical interests are neonatal neurology, brain malformations, epilepsy in the developing brain, and neurocutaneous disorders.



**Forney Fleming, M.D., M.B.A.**

M.D., University of Texas Medical Branch, Galveston

M.B.A., University of Houston

Dr. Fleming is the director of the master’s degree program in healthcare management (through the UT Dallas School of Management). He brings to UT Dallas not only decades of experience as a practicing physician but also years of understanding from running hospital committees, training future doctors and managing his practice in orthopedic surgery. Dr. Fleming teaches two healthcare management classes and says one of the best parts about teaching is the opportunity to learn from the students.



**Ruben Ramirez, M.D., Ph.D.**

M.D., Universidad Autonoma de Nuevo Leon

Ph.D., Cell Regulation, UT Southwestern Medical Center, Dallas

Dr. Ramirez brings a clinical focus to the classes he teaches which include *Biology II*, *Medical Microbiology*, and *Anatomy and Physiology I*. His major research interest focuses on the investigation of molecular events required for cancer progression.



**David Murchison, D.D.S., M.S.**

D.D.S., Baylor College of Dentistry

M.M.S., St. Francis University

B.S., University of Arkansas

Dr. Murchison teaches *Oral Histology* and advises pre-dental students at UT Dallas. He is a retired colonel from the U.S. Air Force where he served as Director of Dental Operations. Dr. Murchison recently was appointed as the

Civilian Consultant to the U.S. Air Force Dental Operation in the area of Restorative Materials and Practices.

## **MCAT or DAT PREPARATION COURSES**

UT Dallas has contracted with Princeton Review to offer test prep classes on the university campus. Additional cost is required from the student and paid directly to the sponsoring company although students realize substantial savings for taking the UT Dallas-sponsored courses. Information on Princeton Review courses is available in the HPAC Office, the Resource Room and through special promotional events offered by Princeton Review.

Students may also choose to take a course from another company, such as Kaplan Admissions and Test Prep, or prepare their own study plan using other resources like those available through AAMC. Students are encouraged to choose the plan that best meets their needs. Questions regarding prep courses at UT Dallas should be forwarded to the HPAC office at 972-883-6767.

## **POST-BACCALAUREATE PRE-HEALTH SOCIETY**

The Post-Baccalaureate Pre-Health Society (PBPHS) at UT Dallas was founded as an organization for students who, after having earned a degree, find themselves resuming their academic career in order to be a doctor, dentist, or other health professional. PBPHS is dedicated to helping students achieve academic success as well as providing volunteer opportunities, great friends, and a social life for those that are too busy to really have one.

PBPHS members participate in a variety of events. They have regular meetings during which members discuss their experiences both in and out of the classroom. There are also social gatherings where members can relax, become better acquainted, and bring their spouse or significant other. The organization hosts a town hall meeting every semester with HPAC advisors. In addition to those gatherings, PBPHS collaborates with traditional student organizations geared toward the health professions. Together these organizations bring

representatives from medical, dental, and other health profession schools to campus allowing students to get a first-hand idea of what is expected during the admissions process and after acceptance. Finally, the PBPHS is committed to finding and organizing worthwhile community service events.

Admitted students in the CBioMed program are encouraged to visit the PBPHS website: <http://utdallas.orgsync.com/org/pbphs> for more information about the student organization and upcoming events.

# **CBioMed**

## **Documents Appendix**

Document 1 / Sample Course Plan / Page 15

Document 2 / Individualized Program Planning Form / Page 16

Document 3 / Clinical Observation and Clinical Volunteer Experience Form / Page 17

Document 4/ Research Experience Form / Page 18

Document 5 / Community Service Volunteer Form 19

Document 6 / Certificate Program Graduation Checklist / Page 20



## CBioMed – Sample Course Plans

The Certificate in Biomedical Sciences Program is optimally completed in one year through full-time enrollment. Below are two *suggested* course plans. These plans assume completion, at a U.S. accredited undergraduate institution, of general chemistry, biology, physics and organic chemistry course sequences (for science majors). Individual students, with the guidance of a UT Dallas pre-health advisor, may develop alternative plans based on their own needs, prior coursework, interests, goals, summer plans, and course availability.

### PRE-DENTAL FALL SEMESTER ENTRY

#### Fall

BIOL 3161 Biochemistry Workshop I	1 hr
BIOL 3361 Biochemistry I	3 hrs
BIOL 3455 Anatomy & Physiology I	4 hrs
BIOL 4V40 Oral Histology	3 hrs
SOCI 4369 Public Health and Society	3 hrs
STAT 3332	3 hrs

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 17 hrs

#### Spring

BIOL 3162 Biochemistry Workshop II	1 hr
BIOL 3362 Biochemistry II	3 hrs
BIOL 3456 Anatomy & Physiology II	4 hrs
BIOL 3V20 General Microbiology	4 hrs
BIS 4V01 Dental Anthropology	3 hrs

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 15 hrs

Take DAT sometime between March and mid-June

### PRE-MEDICAL SUMMER SEMESTER ENTRY

#### Summer

BIOL 3455 Anatomy & Physiology I	4 hrs
STAT 3332	3 hrs

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 7 hrs

#### Fall

BIOL 3161 Biochemistry Workshop I	1 hr
BIOL 3361 Biochemistry I	3 hrs
BIOL 3101 Classic & Molecular Genetics Workshop	1 hr
BIOL 3301 Classical and Molecular Genetics	3 hrs
ECO 3300 Economics of Health	3 hrs
BA 4362 Introduction to Healthcare Management	3 hrs

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 14 hrs

#### Spring

BIOL 3162 Biochemistry Workshop II	1 hr
BIOL 3362 Biochemistry II	3 hrs
BIOL 4350 Medical Microbiology	3 hrs
PHYS 4V10 Physics of the Human Body	3 hrs
NSC 3361 Behavioral Neuroscience	3 hrs

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 13 hrs

Take MCAT between March and mid-June





### INDIVIDUAL STUDENT PLAN

Student Name \_\_\_\_\_

Health Profession seeking \_\_\_\_\_

Semester \_\_\_\_\_

Course Prefix and Number	Course Name	Section	Hrs.

Semester \_\_\_\_\_

Course Prefix and Number	Course Name	Section	Hrs.

Semester \_\_\_\_\_

Course Prefix and Number	Course Name	Section	Hrs.

Updated September 5, 2013

SAMPLE SCHEDULE FORM

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00						
8:30						
9:00						
9:30						
10:00						
10:30						
11:00						
11:30						
12:00						
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5:00						
5:30						
6:00						
6:30						
7:00						
7:30						
8:00						
8:30						
9:00						



CBioMed / Certificate in Biomedical Sciences

**Clinical Observation/Volunteer Experience Documentation**

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_

Student Email Address \_\_\_\_\_ Phone \_\_\_\_\_

Name of person with whom or place where volunteer experience occurred (ex: physician, hospital, clinic, etc.):  
\_\_\_\_\_

Name of supervisor/physician \_\_\_\_\_

Dates of experience: From \_\_\_\_\_ to \_\_\_\_\_

Number of clock hours: \_\_\_\_\_ hours per \_\_\_\_\_ week \_\_\_\_\_ month \_\_\_\_\_ one day experience

Total number of clock hours: \_\_\_\_\_

Brief description of activities, including a statement about why you chose the activity and what was learned:

Physician/Supervisor Name (printed) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Certificate Program Approval:** Approved Number of Hours \_\_\_\_\_

CBioMed Coordinator Signature \_\_\_\_\_

Date \_\_\_\_\_



CBioMed / Certificate in Biomedical Sciences

**Research Experience Documentation**

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_

Student Email Address \_\_\_\_\_ Phone \_\_\_\_\_

Name of principal investigator (PI):  
\_\_\_\_\_

Name of supervisor if other than the PI: \_\_\_\_\_

Dates of experience: From \_\_\_\_\_ to \_\_\_\_\_

Number of clock hours: \_\_\_\_\_ hours per \_\_\_\_\_ week \_\_\_\_\_ month \_\_\_\_\_ one day experience

Total number of clock hours: \_\_\_\_\_

Brief description of activities, including a statement about why you chose the activity and what was learned:

Principal Investigator Name (printed) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Certificate Program Approval:** Approved Number of Hours \_\_\_\_\_

CBioMed Coordinator Signature \_\_\_\_\_

Date \_\_\_\_\_



CBioMed / Certificate in Biomedical Sciences

**Community Service Experience Documentation**

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_

Student Email Address \_\_\_\_\_ Phone \_\_\_\_\_

Name of community organization or location:

\_\_\_\_\_

Name of person from sponsoring community organization: \_\_\_\_\_

Dates of experience: From \_\_\_\_\_ to \_\_\_\_\_

Number of clock hours: \_\_\_\_\_ hours per \_\_\_\_\_ week \_\_\_\_\_ month \_\_\_\_\_ one day experience

Total number of clock hours: \_\_\_\_\_

Brief description of activities, including a statement about why you chose the activity and what was learned:

Name of person supervising or coordinating activity (printed) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

—

**Certificate Program Approval:** Approved Number of Hours \_\_\_\_\_

CBioMed Coordinator Signature \_\_\_\_\_

Date \_\_\_\_\_



## Biomedical Sciences Certificate Graduation Checklist

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City, State, ZIP \_\_\_\_\_ Email \_\_\_\_\_

Bachelor's Degree Institution \_\_\_\_\_

Year Bachelor's Degree Received \_\_\_\_\_ Major(s) \_\_\_\_\_

Certificate Program Admission Semester and Year \_\_\_\_\_

Desired Health Profession \_\_\_\_\_

☐ Completed 24 hours of approved coursework at UT-Dallas for the certificate program by the end of the current term.

☐ Completed 9 hours of program-eligible, upper-division biological sciences coursework. (Please list specific courses below)

☐

☐

☐

☐

☐ Completed 50 or more hours of clinical, community service and/or research exposure, and have submitted the appropriate documentation form for each. (Please list specific experiences below)

☐

☐

☐

☐

☐ Total program GPA of 3.30 or higher at the end of the current term for all post-baccalaureate work at UT Dallas.

☐ Completed the HPE process. Please list year and Spring or Summer track.

☐ Completed all prerequisites for desired professional school.

**Please submit this completed form to HPAC to apply for graduation.**



# HPAC

## Health Professions Advising Center

The University of Texas at Dallas  
Founders Building 2.210  
800 West Campbell Road  
Richardson, Texas 75080

972-883-6767  
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