



**Delta Omega  
Beta Sigma Chapter  
Member Selection Guidelines**

1. Plan a timeline that best fits the Executive Board members' schedules at the beginning of the semester. Keep in mind: Application due date should be 2-3 weeks after notification of eligibility. Review and decisions might take up to 2 weeks to finalize.
2. At the beginning of the fall and spring semesters, contact Carlen Duncombe, Manager of Enrollment Services ([cduncombe@med.miami.edu](mailto:cduncombe@med.miami.edu)) to request an Excel spreadsheet of the Top 25% of students within each of the department's programs following the last academic term. Please use the example e-mail below, and make sure to **carbon-copy all listed individuals**.

**To:** Carlen Duncombe

**CC:** VP, Secretary, Alberto Caban-Martinez, Viviana Horigian, Begoña Rovira, Rosa Verdeja, Megan Garber

Dear Carlen,

I hope this message finds you well. On behalf of the Delta Omega executive board, I kindly ask for an Excel file listing the top 25% of students in the following programs, separately: MPH, MSPH, BST, MD/MPH (3<sup>rd</sup> year only), and PhD. Could you please include their email addresses as well?

Would it be possible to have this before Tuesday, January 23, 2018?

My very warmest wishes,  
Jacob

**Jacob N. Batycki**

Graduate Research & Teaching Assistant  
Graduate Administrative Assistant  
President, Delta Omega Honor Society  
**Department of Public Health Sciences**  
University of Miami

**Leonard M. Miller School of Medicine**

Don Soffer Clinical Research Center  
1120 N.W. 14<sup>th</sup> Street, 9<sup>th</sup> & 10<sup>th</sup> Floors  
Miami, FL 33136

Phone: (708) 557-7094 | Email: [jbatycki@med.miami.edu](mailto:jbatycki@med.miami.edu)

3. When following up, **always CC above-listed individuals**.
4. President: meet with Carlen in person to review the lists before she sends you final versions. Double check that lists contain:
  - i. Top 25% of all students in each program, based on GPA
  - ii. First and last names
  - iii. E-mail addresses (to avoid wasting time searching for addresses in Outlook)

5. Upon receiving the final Excel file, duplicate it for safety of record.
6. Clean the duplicated file by deleting rows containing current members. (Cross-check with files from previous years in DropBox.)
7. Create a new spreadsheet containing eligible candidates according to the example below. Copy and paste into Google Sheets to automatically populate mass e-mails (the “to” field, as well as e-mail body with first and last names, e-mail address, etc.)

*\*See UMDeltaOmega Google Drive for examples*

*\*Note: Google Spreadsheet column title match e-mail, according to settings in GMass (Gmail Add-On for Mass E-mailing), e.g. “FirstName” and “LastName” together)*

8. Send out eligibility notifications (i.e. invitations to apply).

\*Be sure to attach Executive Board application file:  
 “LastName\_E-Board\_Application.docx”

{FirstName} {LastName}  
 {Email}

9 February 2018

Dear {FirstName},

Congratulations! We are excited to notify you that you are **eligible to apply** for membership in the *Beta Sigma Chapter of Delta Omega, the Public Health Honor Society at the University of Miami, Miller School of Medicine*.

Delta Omega is a national honor society existing to encourage research and scholarship among public health faculty, students and alumni. Each candidate must meet membership criteria set forth in the constitution and by-laws. *The Society accepts only students meeting the highest academic standards. Furthermore, successful candidates will demonstrate potential for making significant contributions to the public health field.*

To learn about the National Society, please visit: <http://www.deltaomega.org>. Our Chapter’s website is: <http://publichealth.med.miami.edu/graduate/current-students/delta-omega>.

To apply for induction into the Beta Sigma Chapter, please send your application, consisting of the following documents, to [umdeltaomega@gmail.com](mailto:umdeltaomega@gmail.com) by **11:59 P.M. on Friday, February 23, 2018**.

**1. Letter of Intent**, elucidating:

- The reasons why you wish to become a member of Delta Omega
- Your future goals in the public health field
- Any experience(s) in the public health field
- Any Delta Omega events you have attended, if applicable

**2. Curriculum Vitae (CV)**

**3. If interested in an Executive Board position:**

- There will be three Executive Board positions available: **President**, **Vice-President**, and **Secretary**. Please see attachment for executive board position descriptions. If you would like to be considered for one of these positions, please complete the Executive Board Application.
- *In order to be eligible for an Executive Board position, you must have at least **two** semesters remaining in the MPH or MSPH program.*

**Application Deadline: 11:59 P.M. on Friday, February 23, 2018.**

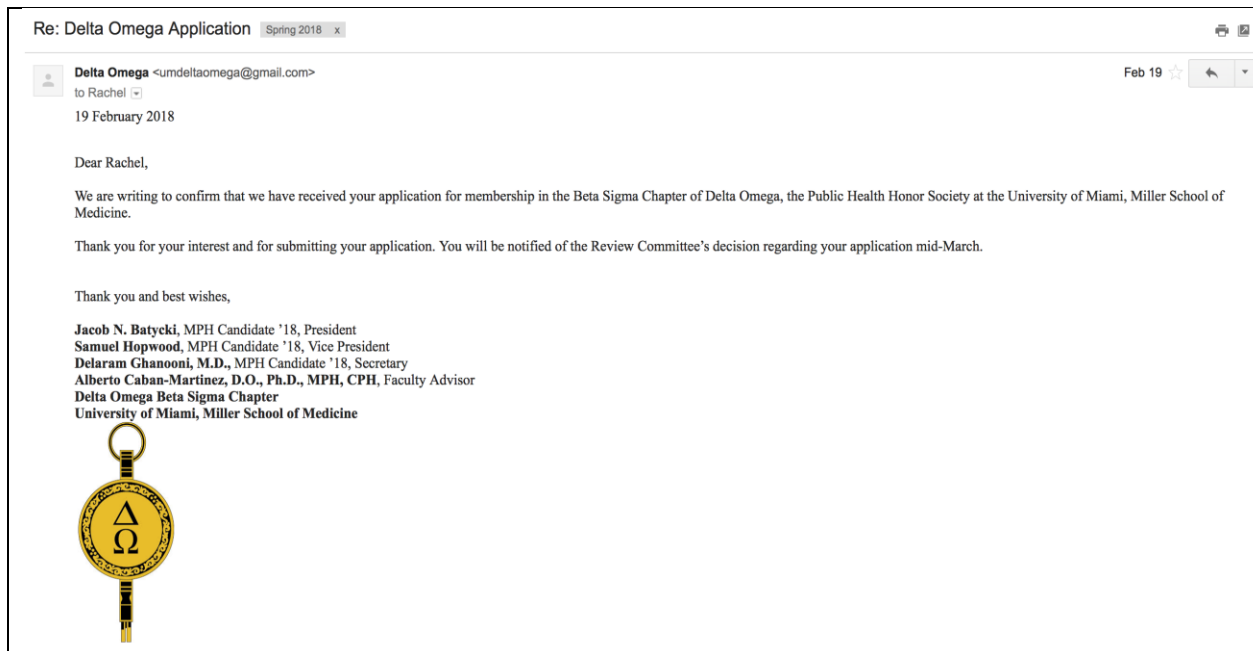
We look forward to reviewing your applications! Please let us know if you have any questions.

Thank you and best wishes,



**Jacob N. Batycki**, MPH Candidate '18, President  
**Samuel Hopwood**, MPH Candidate '18, Vice President  
**Delaram Ghanooni, M.D.**, MPH Candidate '18, Secretary  
**Alberto Cabán-Martínez, DO, PhD, MPH, CPH**, Faculty Advisor  
**Delta Omega Beta Sigma Chapter**  
**University of Miami, Miller School of Medicine**

9. Within 24 hours of receiving an application, send formal confirmation of receipt with estimated time of decision:



10. After all applications are received, compile and blind applications.

- 1) Ask an unbiased person not in our program to compose a running PDF file of applications, separated into the following groupings and according to the tips below:
  - MPH and MSPH (reviewed together)
  - PhD

- BST
  - MD/MPH
- 2) Arrange PDFs with CV first, followed by letter of intent.
  - 3) Duplicate and appropriately rename files, for the purpose of later matching de-identified applications to the original PDF file containing names.
  - 4) Using Preview or Adobe, black out/cover up names by inserting simple black boxes wherever names appear (i.e. at top of CV, page numerations in headings or footings, and signature on letter of intent.)
  - 5) *Please see example in 2017-2018 DropBox folders.*

## 11. Candidate Review and Selection

- 1) Print blinded PDFs for each E-Board member
- 2) Allow each E-board member 1 week to read and annotate applications individually
- 3) E-Board members individually make a preliminary decision on each application (**Yes, No, Maybe**) according to criteria described below.
- 4) Following completion of individual review, E-Board meets twice over a span of one week to jointly review, discuss, and make final decisions on applications:

<b><i>Yes from 2 of 3</i></b>	<b><i>Application accepted</i></b>
<b><i>No from 2 of 3</i></b>	<b><i>Application rejected</i></b>
<b><i>Maybe from 2 of 3</i></b>	<b><i>Application strengths and weaknesses discussed, followed by re-vote</i></b>

***NOTE:*** *This process should be a healthy discussion of what each candidate brings to the table, how they describe their involvement outside the classroom, whether their public health interest and commitment to our field are clear and unquestionable, and whether the candidate merits selection for membership at this time.*

### **Applicants are reviewed holistically:**

- Letter of intent is given **greatest weight**.
- Letter should highlight and elaborate certain points in the CV.
- Candidate must show **clear public health interest and engagement** outside of the classroom.
  - e.g. participation in *The Learning Collaboratory*, global health experiences, current research in public health, relevant community service, student positions in DPHS, participation in Delta Omega and Public Health Student Association activities/events, concrete plans for future engagement

- **Link** of extracurricular involvement to public health sciences and genuine interest in public health **must be clear**.
  - e.g., working for DPHS in and of itself is not sufficient. Candidate must effectively describe **why** and **how** their extracurricular involvement is relevant, and how it drives their career goals.
- Future goals must demonstrate **distinct** public health commitment (i.e. not just using MPH as a stepping stone to a future program, with public health background to fossilize)

## 12. Executive Board Selection (only during spring review conducted in February)

- 1) New E-Board selection occurs after general members have been selected.
- 2) Only MPH and MSPH students who have 1 of 2 years left in the program are eligible.
- 3) E-Board applications are not blinded.
- 4) E-Board candidates are reviewed according to the same criteria as general members, but are held to a much higher and more critical standard.
- 5) E-Board application packages (letter of intent, CV, E-Board application) are thoroughly dissected and discussed.

E-Board selection is also a healthy discussion of eligible candidates. As applications are not blinded, current President leads a **confidential** discussion regarding each E-Board candidates. Selection starts with President, then moves to VP, then Secretary. Questions for consideration:

- How does the candidate perform and contribute in the classroom?
- Is the candidate respected by faculty, administration, and peers?
- How well-connected with faculty and administration is the candidate?
- Does the candidate demonstrate leadership potential? To what extent?
- Does the candidate seem innovative?
- Does the candidate seem to think creatively and critically?
- Does the candidate bring a unique quality to our organization and Executive Board?
- Can the candidate continue to elevate us and our standing in our Department?
- How does the candidate highlight past experiences and their relevance to public health?
- Does the candidate genuinely seem interested in leadership of Delta Omega, or does the candidate seem like they will make use of the position as a resume filler?
- Does the new E-board seem like they will work well together?

13. If you do not have any candidates who fit a certain position (e.g. all people who apply for a position did not even pass review for general membership; only one person applies for a position but does not seem like a fit, etc.), and you have an applicant who was not

selected for their original position who you think would fit the role well, reach out to them and see if they would be interested in filling that position.

**\*\*\* Alternatively, add a question to the Executive Board application as to a secondary preference and why the candidate selected it.**

14. Compose list of final E-Board, acceptances and rejections. E-mail to Dr. Caban-Martinez for approval prior to sending out decisions.

Delta Omega | Spring 2018 Inductees

**Batycki, Jacob Nicholas**  
Caban-Martinez, Alberto; Hopwood, Samuel; Ghanooni, Delaram  
Wednesday, March 14, 2018 at 21:35  
[Show Details](#)

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53.6 KB

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← You replied to this message on 3/19/18, 15:10.

Dear Dr. Caban-Martinez,

I hope this email finds you well. I am happy to share that following our blind review of Delta Omega applications, we have our list of inductees for Spring 2018. Please see attached Word Doc for names.

Our plan is to send out acceptance emails, CCing you, the executive board, and the respective program and division directors, by the end of the week. Non-acceptance emails will be sent out the same day and time, CCing only you and the executive board.

Thank you so very much for your support in this process. Please let us know if you have any questions or would like any more information.

My very warmest wishes,  
Jacob

15. Maintain all applications in DropBox, according to organization system in the 2017-2018 folder.

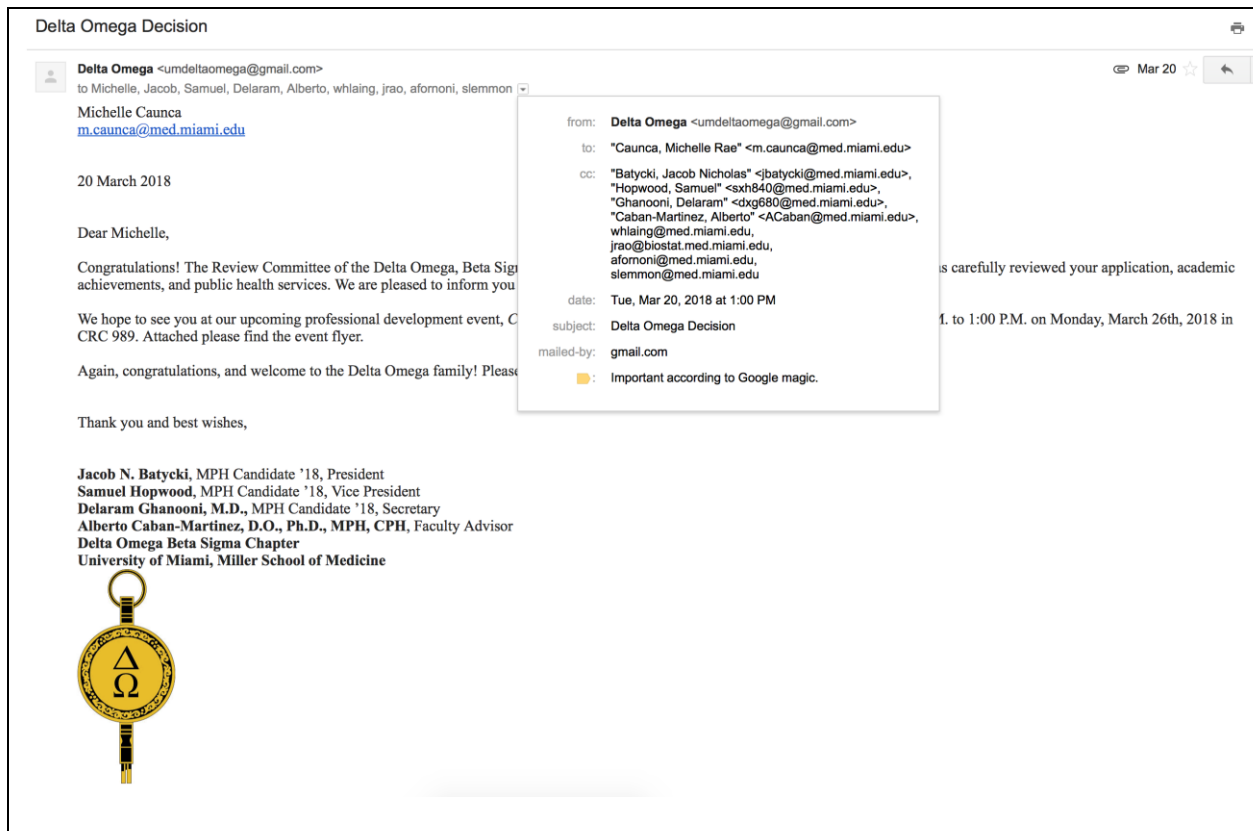
16. Delete Executive Board applications of those who were not selected to the E-Board (i.e. general members not selected for E-Board, as well as candidates not selected for Delta Omega membership who also applied for an E-Board position).

17. Send out acceptance e-mails.
  - a. Batch: MPH and MSPH
  - b. Batch: MD/MPH
  - c. Batch: BST
  - d. Individual: PhD

**\*\*\*C.C. current E-Board, Dr. Caban-Martinez, DPHS administration (Begoña, Dr. Horigian, Dr. Lee, Rosa, Carlen, Megan), Department Chair, relevant faculty mentors, program directors (e.g. Dr. Hlaing, Dr. McCollister, Dr. Tulay, Dr. Schwartz, Dr. King etc.) and others.**

PhD students/candidates will have individual e-mails not sent as mass e-mail. These members' acceptance e-mails will require CCing different people, i.e. Biostat PhD inductee has different program director and mentors than Prevention PhD, MD/PhD, MD/MPH, MPH or MSPH students. **You might have to do some online digging to find names and email addresses. This is an important formality, so do not leave out any important names.**

*E.g. Acceptance e-mail to an MD/PhD Candidate included Dr. WayWay Hlang (Epidemiology PhD Program Director), Dr. Sunil Rao (Interim Chair, Dept. of Public Health Sciences), Dr. Sandra Lemmon (Director, Medical Scientist Training Program), Dr. Alessia Fornoni (Associate Director, Medical Scientist Training Program).*



18. Send out mass e-mail notifying of **Executive Board** selection.

- a. **To:** New E-Board, in order: President, VP, Secretary
- b. **CC:** Departmental Administration, Faculty, Dr. Caban-Martinez, Current E-Board
- c. **BCC:** Members and alumni

from: **Delta Omega** <umdeltaomega@gmail.com>

to: "Ransdell, Justine M" <jmr477@miami.edu>,  
"Chahine, Antonio" <a.chahine@miami.edu>,  
"Guevara, Gabriela" <gxcg598@miami.edu>

cc: gprado@med.miami.edu,  
brovira@med.miami.edu,  
dlee@med.miami.edu,  
jrao@biostat.med.miami.edu,  
vhorigian@med.miami.edu,  
rverdeja@med.miami.edu,  
"Caban-Martinez, Alberto" <ACaban@med.miami.edu>,  
"Batycki, Jacob Nicholas" <jbatycki@med.miami.edu>,  
"Hopwood, Samuel" <sxh840@med.miami.edu>,  
"Ghanooni, Delaram" <dxg680@med.miami.edu>

bcc: ruua.mansi-con@jhsmiami.org,  
"Tate-Drummer, Deandre Javius" <d.tatedrummer@umiami.edu>,  
psh25@med.miami.edu,  
"Saddemi, Jack Louis" <j.saddemi@umiami.edu>,  
"McGlynn, Katelyn" <kxm752@med.miami.edu>,  
"Askowitz, Rachel" <rna25@miami.edu>,  
"Wagstaff, Rachel Glenn" <rgw44@med.miami.edu>,  
"Speaks, Hannah Renae" <hrs62@med.miami.edu>,  
"Wisniewski, Margaret Megumi" <mxw630@med.miami.edu>,  
Jean Phillip Shami <j.shami@umiami.edu>,  
"Thommana, Mary Varghese" <mvt22@med.miami.edu>,  
"Soares, Mary H" <m.soares1@med.miami.edu>,  
"Santiago, Katerina M" <k.santiago2@umiami.edu>,  
"Nobrega, Juan Carlos Lopez" <jln72@med.miami.edu>,  
"Singh, Vivek" <vxS297@miami.edu>,  
Regla Alfonso <reglaalfonso22@gmail.com>,  
"Ferre, Isabella M" <i.ferre@umiami.edu>,  
"Gutman, Martin Joseph" <gutmanmj@med.miami.edu>,  
"St. Onge, Joan Elizabeth" <jestonge@med.miami.edu>,  
"Bouzoubaa, Layla Amal" <lab218@miami.edu>,  
"Falise, Alyssa Marie" <axf800@miami.edu>,  
"Sapargaliyeva, Saltanat" <sxs1722@med.miami.edu>,  
"Rodriguez, Xeniamaria" <x.rodriquez1@umiami.edu>,  
"Parish, Carrigan Leigh" <c.parish@med.miami.edu>,  
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"Liu, Annie" <a.liu5@umiami.edu>,  
"Debose-Scarlett, Alexandra Gesla" <agd59@med.miami.edu>,  
"Shnayder, Michelle Maggie" <mms89@med.miami.edu>



"Polcari, Ann Marie" <amp176@med.miami.edu>,  
"Amundson, Julia Rothe" <j.amundson@med.miami.edu>,  
"Kravietz, Adam Michael" <axk359@med.miami.edu>,  
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