



# Application Packet

Revised September 11, 2024

## **Associate of Applied Science**

## **SURGICAL TECHNOLOGY**

**\*\*\* Application Process is OPEN \*\*\***

The application for Spring 2025 admission is now open with a submission deadline of November 1, 2024 at 5:00 pm. Completed applications may be hand-delivered, mailed, or emailed to the program director. Application forms must be typed, single-sided prints and submitted in a 9x12 envelope or via email as a PDF. Mailed applications must be postmarked by October 25, 2024. Please email the program director at [rhoggatt@fvcc.edu](mailto:rhoggatt@fvcc.edu) with questions.

### **Drop off**

Robyn Hoggatt, Program Director Surgical Technology  
Office: BC-123A

### **Mail**

Robyn Hoggatt, Program Director Surgical Technology  
Flathead Valley Community College  
777 Grandview Dr.  
Kalispell, MT 59901

Dear Surgical Technology Applicant:

Thank you for your interest in the Surgical Technology Program at Flathead Valley Community College. As you prepare your application for submission, there are a few items to consider. This application is for the program itself. If you are not already enrolled at FVCC, you must complete a separate application for college [admission](#). Please refer to the [2024-2025 Academic Catalog](#) for Surgical Technology, AAS course and program requirements.

The program application process is your opportunity to present yourself for consideration into the Surgical Technology Program. Your application will be evaluated and ranked in two steps and multiple categories. Each step in the process will be carefully considered a valuable asset to the application as a whole. Please be aware that in evaluating each applicant, attention will be paid to how well the application directions have been followed. An applicant may lose points if the application portfolio is not complete.

### **Admission Guidelines**

- Applications for formal acceptance into the Surgical Technology program are accepted once a year. Applications are available on the FVCC website or in the Surgical Technology Program Director's office, BC 123-A. Applications must be submitted no later than November 1. Late and/or incomplete applications will not be considered.
- In order to be considered for acceptance into the Surgical Technology program, the student must have
  - Completed or be currently enrolled in the required prerequisite courses with a grade of "C" (74%) or higher. A grade lower than 74% is not acceptable in the prerequisite courses;
  - Completed BIOH 201, BIOH 211 and BIOM 250 within five years of acceptance into the program. Individuals may request evaluation by the Surgical Technology Program Director for a possible exception to this policy.
  - Been admitted to FVCC with all required records on file; and
- Submitted a complete application on or before November 1.
- Students will be informed of their conditional admission status by December 15. Final acceptance will be contingent upon completion of prerequisite courses with a grade of "C" (74%) or better and passing a criminal background check.

### **Application Instructions**

- Review the application requirements listed in this packet. If you have questions, it is important to consult the health sciences advisor or the program director prior to applying.
- Compile the following portfolio components that have been established for the program application. Each individual component weighs equally to create your application score. The portfolio components must be submitted as **typed, single-sided prints**.
  - **Cover Letter:** Formal letter format and includes your mailing address, phone number, and email address. It is the most important part of your application because it introduces you to the selection committee and explains why you want to be accepted into the program. It is very important that your letter meets these requirements:

- Between 200 and 300 words, no longer than 1 page, printed in 12-point font, single-spaced, with one-inch margins.
  - Introduction
  - Explain why you are interested in the field of surgical technology.
  - Describe your personal characteristics that make you a good candidate.
  - Conclusion
  - **Current Resume**
  - **Two letters of recommendation** from an employer, instructor, or coworker which are unopened, sealed in a standard letter-size envelope, and signed across the seal by the person who completed the recommendation. Handwritten letters will not be accepted.
    - [Follow these guidelines](#)
  - **Transcripts, Evaluation of Transfer Courses and/or Waivers**
    - Transcripts (unofficial is accepted) from ALL colleges/universities attended. You must provide transcripts for ALL transfer coursework even if those courses appear on another college's transcript.
    - Transfer evaluation, if applicable, by the FVCC registrar's office.
  - **Essay:** Research the profession of surgical technology and write a 500 word essay in [APA format](#) to include the following components:
    - Title page
    - Introduction
    - Personal characteristics and physical demands of the profession
    - Description of the working environment including hours typically worked
    - Places of employment
    - Duties, roles and responsibilities
    - Requirements for certification
    - Conclusion
    - Reference page citing three sources of information using APA format
  - **Application Attestation**
  - **Selective GPA Calculation Worksheet**
- Submit the application portfolio with all requested materials in a sealed envelope to the address below, email PDF, or hand-deliver to BC-123A.
- Selected applicants will be scheduled for an interview once all applications have been reviewed.
- Notification of acceptance or denial will be emailed to applicants on or before December 15, 2024. Applicants will need to respond by email to the Program Director to accept or decline admission into the program.
- **IMPORTANT:** Once students receive initial acceptance into the Surgical Technology program, students will be given instructions to create a CastleBranch account, and are responsible for the fee. A criminal background check will be conducted through CastleBranch. CastleBranch will also prompt students to submit required immunizations and documents for clinical rotations.

**CRIMINAL BACKGROUND CHECK:** Final admission to the program is contingent upon passing a criminal background check which includes a national sex offender search and

an exclusions list check as well as the national criminal background check. Clinical facilities require background checks for security purposes on individuals who provide services within the facility and especially those who supervise care and render treatment.

**IMMUNIZATIONS** are required by our clinical affiliates. Students taking more than 6 credits have the option to utilize the Student Health Clinic for immunizations. The clinic may be contacted at 406-756-4331 for information on costs, billing, and appointments.

- **MMR** One of the following:
  - Two doses of measles, mumps, rubella immunization
  - Positive titer results for each measles, mumps and rubella proving immunity.
- **Hepatitis B Series** including positive antibody titer results. The titer can be declined but individuals must sign a declination prior to starting clinical rotations.
- **Varicella** One of the following:
  - Two varicella vaccination dates
  - Positive titer results proving immunity.
- **Tetanus with Pertussis (Tdap)** Tetanus/diphtheria/pertussis vaccination as an adult **within the last ten years**. This must be the Adult Tdap vaccination not the DTaP (childhood version of the vaccination) and not Td (tetanus diphtheria).
- **TB (PPD-tuberculosis)** One of the following:
  - Record of two negative TB skin tests (two-step) in the last 12 months. If you are providing the two-step documentation the second test must be initiated between 7-21 days after the first negative test was read.
  - Negative Quantiferon or T-SPOT TB blood test in the last 12 months.
  - Record of negative QFT or T-SPOT or two-step TB skin test dated more than 12 months ago PLUS documented proof of annual TB surveillance form and or annual TB education.

I am eager to review your application, and I will provide feedback to you in a timely manner. If you have questions, please contact me by phone at (406) 756-4414 or [email](#) for further information.

Sincerely,

*Robyn Hoggatt*

Robyn Hoggatt, BAS, CST | Program Director Surgical Technology

rhoggatt@fvcc.edu | (406) 756-4414

777 Grandview Dr. | Kalispell, MT 59901

## Application Attestation

I hereby apply for admission to the **Spring 2025 FVCC Surgical Technology Program**.

PLEASE TYPE:

Student ID #		
Last Name	First Name	MI
Mailing Address		
City	State	Zip Code
Phone #	Personal Email	FVCC Email

Have you previously been admitted to a surgical technology program?  Yes  No

If yes, state the reason for program withdrawal:

- I understand that notification of acceptance or denial will be emailed to applicants on or before December 15, 2024. Applicants will need to respond by email to the Program Director to accept or decline admission into the program.
- I understand that all placements in the Flathead Valley Community College Surgical Technology Program are dependent upon sufficient financial, faculty, and clinical resources.
- I have included a cover letter.
- I have included my resume.
- I have included an essay about the profession of surgical technology in APA format.
- I have included two professional recommendation letters which are unopened, sealed in a standard letter-size envelope, and signed across the seal by the person who completed the recommendation.
- I have included the completed select GPA calculation worksheet.
- I have submitted transcripts from all colleges or universities that I have attended. If official copies of transcripts are on file in the FVCC Admission Office, photocopies are acceptable to include with this application. Transcripts are available to download and print from the FVCC Student Portal.
- I have evaluated my transcript(s) and academic standing and I am confident that I can complete or have completed, with a grade of “C” or higher, all of the required prerequisite courses for the Surgical Technology Program placement by the end of Fall Semester 2024.
- If applicable, I have provided proof of current certifications in healthcare.



- I understand that upon withdrawal from the program for any reason, re-entry into the program is not guaranteed.
- I understand that my final admission to the program is contingent upon passing a criminal background check.
- I understand that I must submit proof of immunizations to CastleBranch by **May 15, 2025.**
- I have retained a copy of this application for my records.

By signing below, I certify that I understand that completion and submission of this application packet and all relevant documentation does not in itself grant admission to the surgical technology program. I also understand that my application will not be placed “on-hold” if I am not selected for the Spring 2025 Surgical Technology Program and that I must reapply to the program if I wish to be considered for a later cohort.

Applicant Signature	Date
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## Surgical Technology Program Select GPA Calculation Worksheet

Complete the following information to calculate your prerequisite grade point average by entering accurate information from your transcript into each of the columns. This worksheet must be typed and turned in with your application. If you are currently enrolled in prerequisite courses, please ask your instructor for your current grade in the course. Grades will be verified with the registrar at the end of the term. Grades below a **C** will not be accepted.

Instructions	Grade Scale					
1. Enter all prerequisite courses in the table below. 2. Enter grade scale points. 3. Multiply points by credits for each class and enter in the last column. 4. Total the number of credits completed. 5. Total the last column. 6. Divide the last column by total credits to find GPA.	<b>A</b>	4.0	<b>B+</b>	3.3	<b>C+</b>	2.3
	<b>A-</b>	3.7	<b>B</b>	3.0	<b>C</b>	2.0
			<b>B-</b>	2.7		

**Example. Please complete the worksheet on the following page.**

Course	Course Name	Term Completed	Grade	Grade Scale Points	Credits	Points x Credits
<b>AHMS 144</b>	Medical Terminology	Fall 2024	B	3.0	3	9.0
<b>AHST 101</b>	Introduction to Surgical Technology	Fall 2024	A	4.0	3	12.0
<b>BIOH 201NL</b>	Human Anatomy and Physiology I	Fall 2023	B	3.0	4	12.0
<b>BIOH 211NL</b>	Human Anatomy and Physiology II	Spring 2024	B	3.0	4	12.0
<b>BIOM 250NL</b>	Microbiology for Health Sciences	Fall 2024	A	4.0	4	16.0
<b>COMX 115C</b>	Introduction to Interpersonal Communication	Fall 2023	A	3.0	3	9.0
<b>M 094</b>	Quantitative Reasoning	Spring 2024	B	3.0	4	12.0
<b>PSYX 100A</b>	Introduction to Psychology	Spring 2024	C	2.0	4	8.0
<b>WRIT 104W</b>	Workplace Communications	Fall 2024	C	2.0	3	6.0



<b>Total</b>	32	96.0
<b>GPA</b>		3.0

### Surgical Technology Program Select GPA Calculation Worksheet

Course	Course Name	Term Completed	Grade	Grade Scale Points	Credits	Points x Credits
<b>Total</b>						
<b>GPA</b>						

Applicant Signature	Date
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## 2024 Program Application Rubric

Categories						Score
<b>Application</b>	Completed fully and on time, organized and easy to process. Included all transcripts.  (10 points)	Completed fully and on time, content present but not as well organized.  (8 points)	Submitted on time but content not complete. Average organization that required frequent verifications of content.  (6 points)	Submitted on time and not complete with poor organization or submitted late and complete.  (4 points)	Not submitted on time, application not complete.  (0 - 2 points)	<b>Max 10 pts</b>
<b>Cover Letter and Resume: 1. 200-300 words, no longer than 1 page, printed in 12-point font, single-spaced, with one-inch margins 2. Introduction 3. Explain why you are interested in the field of surgical technology 4. Describe your personal characteristics that make you a good candidate 5. Conclusion</b>	Excellent Good Structure (no spelling or grammar errors); Composition (well thought out and good expression); Content (addressed all 5 requirements)  (26 - 30 points)	Average Average Structure (1-2 grammar or spelling errors); Addresses 4 of the 5 requirements; clear in most paragraphs, but has minor flow or organizational issues.  (16 – 25 points)	Below Average Less than Average Structure (3-4 grammar or spelling errors); Addresses 3 of the 5 requirements; confusing or disjointed.  (6 – 15 points)	Poor Informally written format; Addresses none of the content components, 5-6 grammar or spelling errors; lacks organization.  (1- 5 points)	Not Submitted, more than 10 errors in spelling and grammar  (0 points)	<b>Max 30 pts</b>
<b>Professional Recommendations (2)</b>	2 excellent recommendations  (20 points)	2 above average recommendations  (15 points)	2 average recommendations  (10 points)	2 below average recommendations  (5 points)	Poor, not included  (0 points)	<b>Max 20 pts</b>
<b>Selective GPA in ST prerequisites</b>	Range 3.5 - 4.0  (40 - 50 points)	Range 3.25-3.49  (30 - 39 points)	Range 3.0-3.24  (20 - 29 points)	Range 2.75 - 2.99  (10 – 19 points)	Less than 2.75  (0 - 9 points)	<b>Max 50 pts</b>
<b>Essay: Content Specifically Addresses: 1. Title page 2. Introduction 3. Personal characteristics and physical demands required to be a successful CST 4. Description of the working environment including hours typically worked 5. Places of employment 6. Duties, roles and responsibilities 7. Requirements for certification 8. Conclusion 9. Reference page citing three sources of information</b>	Excellent Good Structure (no spelling or grammar errors); Composition (well thought out and good expression); Content (addressed all 9 areas)  (26 - 30 points)	Average Average Structure (1-2 grammar or spelling errors); Addresses 7 of the 9 content components; essay is clear in most paragraphs, but has minor flow or organizational issues.  (16 – 25 points)	Below Average Less than Average Structure (3-4 grammar or spelling errors); Addresses 5 of the 9 content components; Essay is confusing or disjointed.  (6 – 15 points)	Poor Informally written note or in letter format, Addresses none of the content components, 5-6 grammar or spelling errors; Essay lacks organization.  (1- 5 points)	No Essay Submitted, more than 10 errors in spelling and grammar  (0 points)	<b>Max 30 pts</b>

<b>Interview: Candidate is observed upon interpersonal communication skills, knowledge and commitment to the field; Professionalism and Self-Confidence</b>	<p>Excellent Excellent interpersonal communication skills, professionalism in behavior and dress, self-confidence, knowledge and commitment to the field, highly ranked by panel.</p> <p>(41 – 50 points)</p>	<p>Above Average Above average interpersonal communication skills, professionalism in behavior and dress, self- confidence, knowledge and commitment to the field, moderately high ranking by panel.</p> <p>(26 – 40 points)</p>	<p>Average Average interpersonal communication skills, professionalism in behavior and dress, self-confidence, knowledge and commitment to the field, average ranking by panel</p> <p>(16 – 25 points)</p>	<p>Below Average Below average interpersonal communication skills, professionalism in behavior and dress, self-confidence, knowledge and commitment to the field, below average ranking by panel</p> <p>(6– 15 points)</p>	<p>Not Acceptable Poor interpersonal skills, behavior, professionalism, inappropriate dress, poor attitude and self-confidence, poor knowledge and commitment to the field. Ranked poorly by panel</p> <p>(0 –5 points)</p>	<p><b>Max 50 pts</b></p>
<b>Previous Degrees or Health related Certifications (CNA, CMA, EMT, etc.)</b>	<p>Bachelors (BA or BS), Master's Degree (MA or MS) or higher</p> <p>(30 points)</p>	<p>Associate of Applied Science (AAS) in healthcare related field</p> <p>(25 points)</p>	<p>Associate of Arts (AA) or Associate of Science (AS) in non-healthcare related field</p> <p>(20 points)</p>	<p>Healthcare Related Certification including paid experience</p> <p>(15 points)</p>	<p>Healthcare Related Certification no experience (CPR)</p> <p>(10 points)</p>	<p><b>Max 30 pts</b></p>
<b>Work Experience in Healthcare Field or Customer Service Field</b>	<p>Paid experience in healthcare setting greater than 12 months in the last 5 years.</p> <p>(30 points)</p>	<p>Paid experience in healthcare setting; 6-12 months in the last 5 years.</p> <p>(20 points)</p>	<p>Paid experience in healthcare setting; &lt; 6 months in last 5 years or paid experience in customer service field greater than 12 months in last 2 years.</p> <p>(10 points)</p>	<p>Paid experience in healthcare setting, but none in the last 5 years or paid experience in customer service field greater than 12 months in the last 5 years.</p> <p>(5 points)</p>	<p>No experience</p> <p>(0 points)</p>	<p><b>Max 30 pts</b></p>
<b>TOTAL</b>						<p><b>250 pts</b></p>

## 2024 Program Interview Rubric

Criteria	0-1	1-2	2-3	3-5	Score
<b>Appearance</b>	Overall appearance is untidy  Choice in clothing is inappropriate for any job interview (torn, unclean, wrinkled)  Poor grooming	Appearance is somewhat untidy  Choice in clothing is inappropriate (shirt untucked, tee-shirt, too much jewelry, etc.)  Grooming attempt is evident	Overall neat appearance  Choice in clothing is acceptable for the type of interview  Well groomed (i.e. shirt tucked in, jewelry blends with clothing, minimal wrinkles)	Overall appearance is very neat  Choice in clothing is appropriate for any job interview  Very well groomed (hair, make-up, clothes pressed, etc.)  Overall appearance is businesslike	
<b>Greeting</b>	Unacceptable behavior and language  Unfriendly and not courteous	Used typical behavior and language – did modify behavior to fit the interview  Attempts to be courteous to all in interview setting	Acceptable behavior, well mannered, professionalism somewhat lacking  Courteous to all involved in interview	Professional behavior and language (handshake, “hello,” thank you “, etc.)  Friendly and courteous to all involved in interview	
<b>Communication</b>	Speaking is unclear – very difficult to understand message of what is being said (i.e. mumbling)  Volume is inappropriate for interview (i.e. spoke too loudly, too softly)	Speaking is unclear – lapses in sentence structure and grammar  Volume is uneven (varied)	Speaking is clear with minimal mistakes in sentence structure and grammar  Volume is appropriate	Speaks clearly and distinctly with no lapse in sentence structure and grammar usage; speaks concisely with correct pronunciation  Volume conveys business tone	
<b>Body Language</b>	Fidgets – (i.e., constant movement of hands and feet); none or very poor use of physical gestures, facial expressions and body movements detracted from the interview process	Fidgets –(i.e., movement of hands and feet frequently); minimal use of physical gestures, facial expressions and body movements in a manner which enhanced the interview process	Minimal fidgeting (i.e., occasionally shifting); average use of physical gestures, facial expressions and body movements in a manner which enhanced the interview process	No fidgeting; consistently used physical gestures, facial expressions and body movements in a manner which enhanced the interview process	
<b>Posture and Eye Contact</b>	Does not look at persons involved in the interview process; keeps head down; minimal eye contact; does not have good posture; slouching	Sits up straight; average posture; establishes eye contact with interviewers during the interview 70 - 80% of the time	Sits up straight, good posture; establishes eye contact with interviewers during the interview 80 -90% of the time	Sits up straight, excellent posture; looks relaxed and confident; establishes eye contact with interviewers during the interview 90-100% of the time	
<b>Manners</b>	Several times, the student interrupts or hurriesthe person doing the interviewing; forgets to thank person(s)	Student interrupts or hurries the interviewer 3-5 times during the course of the interview, thanks the person after the interview	Student interrupts or hurries the interviewer 1-2 times during the course of the interview, thanks the person after the interview	Student never interrupts or hurries the interviewer and thanks them after the interview	
<b>General Attitude</b>	Lack of interest and enthusiasm about the interview; passive and indifferent	Somewhat interested in the interview; shows little enthusiasm	Shows basic interest in the interview; shows some enthusiasm	Appropriately interested and enthusiastic about the interview process	
<b>Responses to Questions</b>	Answers with “yes’ or “no” and fails to elaborate or explain; talks negatively about past employers	Gives well-constructed responses, but sounds rehearsed or unsure	Gives well-constructed responses, does not sound rehearsed, student somewhat hesitant or unsure	Gives well-constructed, confident responses that are genuine	

<b>Candidate Integrity</b>	Responses are inconsistent or contradictory. No concrete or specific examples used  Candidate provides no verifiable information for claims, and/or claims may be exaggerated or even appear manufactured	Responses are somewhat inconsistent or contradictory  Concrete and specific examples occasionally used  Candidate provides some verifiable information for claims	Responses are generally consistent  Concrete and specific examples often used  Candidate provides verifiable information for most claims	Responses are all consistent  Concrete and specific examples are used  Candidate provides verifiable information for all claims	
<b>Overall Demonstration of Interview Skills</b>	Demonstrates poor interview skills with little confidence displayed	Demonstrates limited proficiency; limited demonstration of competent interview skills in a generally confident manner	Demonstrates average proficiency; average demonstration of competent interview skills in a generally confident manner	Highly proficient; appropriately utilizes interview skills in an enthusiastic, motivating and engaging manner	
Total out of 50 points possible (10 topics x 5 max possible)					<b>Total</b>
- ½ point scoring is appropriate for this section (i.e. 7.5, 6.5, 3.5, etc.)					



### **2024 Possible Program Interview Questions**

- 1. What qualities make you a good candidate for the program?**
- 2. Share an experience you had in dealing with a difficult person or a stressful situation and how you handled it.**
- 3. Describe a situation where you had to take a stand under pressure or speak up when something was not right.**
- 4. Give us an example of when you showed initiative and took the lead.**
- 5. Describe a time when you worked under pressure. What was going on and how did you get through it?**
- 6. Describe a time when you received negative feedback. How did you turn that into something positive?**
- 7. Tell us about a time when you worked in a fast-paced environment. How did you prioritize the work? What steps did you take to maintain quality or accuracy during this period?**
- 8. Listening and following directions: Skill activity**
- 9. Do you have any questions?**