

# **Frequently Asked Questions about the Eve and Gene Black Summer Medical Career Program**

If you do not find the answer to your question(s) below, contact Mary Ellen Osborne at [meosborne@lapedsoc.org](mailto:meosborne@lapedsoc.org) or 310-347-8087

## **SECTION I – GENERAL PROGRAM QUESTIONS**

- 1. What is the Eve and Gene Black Summer Medical Career Program?** *Now in its' 43<sup>rd</sup> year, the Eve and Gene Black Summer Medical Career Program is a medical mentor program. Students work under the supervision of a health care educator, shadowing various medical professionals (nurse, nutritionist, pharmacist, lab technician and/or physician etc.) who together provide a range of patient care and services. There is no fee for the program and if there is a financial need, a participant may request a stipend to be used for expenses such as transportation costs incurred while participating in the program.*
- 2. When is the new application posted online?** *The application is updated and posted in early January for the program that calendar year.*
- 3. How many applications does the Program receive and how many applicants are chosen to participate?** *250-350 applications are received every year with the number of chosen applicants ranging from 45 to 55. Each hospital receives and chooses a different number of applications - See Section III, Selection and Notification, question #2 for further information.*
- 4. What dates does the Program run?** *Most programs run for 4 weeks in the month of July. There are exceptions; the UCLA Medical Center Program runs 3 weeks (July 16-Aug 3), the Valley Combined Program has two - 2 week sessions. (July 2-13 & July 16-27), and the Huntington Hospital Program has one, 2 week session (July 23-Aug. 3) Program dates may be subject to change, check website for updates. If you can't participate for any of these dates, you should look for other similar opportunities in your local area; we don't have info to give you.*
- 5. What days and times does the Program run?** *The Program runs Monday through Friday, NO nights, NO weekends for 8 hrs a day. Times vary by hospital but most start between 8:00 and 9 a.m. and end between 4 and 5 p.m.*
- 6. I am going on vacation for a few days during the Program; can I still participate if I am chosen?** *No. As positions are in high demand, you must commit for the entire program.*
- 7. Who can apply to the Program?** *A current 11<sup>th</sup> or 12<sup>th</sup> grade high school student of any ethnicity who will be at least 16 years old by the start of the Program can apply. Some programs require students to be 18 years old by the start of the Program. NO current college students can apply. If chosen, hospitals will require up to date immunization records and may require a social security number.*
- 8. I am 15 now, but I will be 16 by the start date of the Program, can I still apply?** *Yes, for all hospitals on the application except for those noted on the front of the application, where you must be 18. You also must currently be in the 11<sup>th</sup> or 12<sup>th</sup> grade when you apply.*
- 9. I am 17 now, but I will be 18 by the start of the Programs that require 18 years olds (Cedars-Sinai and St Mary, Long Beach); can I apply to one of those Programs?** *Yes, as long as you are 18 by the start of the Program, you may apply.*
- 10. I just found out about the Program and the application deadline has already passed, can I still apply?** *NO. With so many applications to process in a short period of time, we cannot extend the deadline.*

## **SECTION II - APPLICATION QUESTIONS**

- 1. How do I get an application?** *No matter how you secure an application it must always be printed or copied on WHITE PAPER ONLY.*
  - *Get one from our website [www.lapedsoc.org](http://www.lapedsoc.org). It is a PDF so you must have the free Acrobat Reader program in order to download it.*
  - *Get one from your high school career/counselor's office; most schools in the LA Metro area are mailed applications in December.*
- 2. Are there any general tips for filling out an application?**
  - *Refer to instruction sheet for filling out the application found on our website: [www.lapedsoc.org](http://www.lapedsoc.org)*
  - *It is HIGHLY RECOMMENDED that you either complete your application on our website [www.lapedsoc.org](http://www.lapedsoc.org) or download & save an application that you can type on later. You cannot submit an application online; print and mail it along with other required documents.*
  - *If you have to handwrite your application, please print clearly in black ink only.*
  - *Include your name on all pages of your submitted paperwork.*
  - *Don't forget to have a high school counselor sign the front side of your application and a parent sign the consent and agreement form.*
  - *Remember you will also need to make a complete copy of all required documents to mail along with the original set.*
  - *You are responsible for your own transportation to any hospitals you select on your application; so choose wisely.*
- 3. Is an official transcript required?** *A cumulative grade report or transcript is required but grade reports or transcripts do NOT need to be official or sealed. When sending, make sure that you have an original & a copy as required for each application set. Do not send separately.*
- 4. How should I format my essay answers?** *You cannot use more than 2 typed pages to answer all 3 questions. Answer each question separately; start by typing question, then give your answer. Answers for each question may vary in length. Pages can be single or doubled spaced, using any size margins and any 12 point font. Essays are read very carefully by the Program Coordinators.*
- 5. Who should I get to write my letter of recommendation? Should I have more than 1?** *Any person who knows you can write about your character and abilities, e.g. a teacher, counselor, principal, supervisor of a paying/volunteer job, neighbor or family physician; this can NOT be a relative. While application requires only 1 letter, you may include up to 3 letters. **Letters mailed separately will NOT be accepted.***

6. **Do any other hospitals participate in the Eve and Gene Black Summer Medical Career Program, other than those listed on the application?** *No, only the hospitals listed on the application participate. Other hospitals may have similar programs but we do not have information on any other medical programs - summer or otherwise.*
7. **What is the Valley Combined Program? Can I select just 1 of the hospitals in that program? How does this program involve all those medical centers? Are the activities in each session the same?** *The program involves ALL of the following medical centers: Kaiser Panorama City, Simi Valley Hospital, Thousand Oaks Surgical Hospital, Los Robles Medical Center, Thousand Oaks as well as smaller medical facilities; you may not choose just 1. You will be required to change locations during the day, so you will need to have transportation available. However, the schedule will be communicated in writing, in advance and every effort will be made to arrange carpool teams to the various locations. Each session will consist of the same or similar experiences. (Required to submit Transportation Survey with application.)*
8. **The UCLA program is 3 weeks and the Valley Combined and Huntington programs are 2 weeks, so how do these programs differ from a 4 week program?** *Though these programs are shorter, every effort is made to give you a comprehensive experience.*
9. **The application asks me to indicate a 1<sup>st</sup> and an optional 2<sup>nd</sup> & 3<sup>rd</sup> choice hospital; is my application sent to all my choices?** *No, normally it is only sent to your 1<sup>st</sup> choice hospital. However, indicating an optional #2 & #3 choice allows you to possibly be considered by another hospital in the event that they need more applications. You should only indicate additional choices if you have transportation to and are willing to participate at that location, if chosen.*
10. **How should I send my application?** US MAIL ONLY. *Faxed or emailed application packages will NOT be accepted. Send complete set of required documents in this order: application, consent & agreement form, any additional page(s) for extracurricular activities or honors, essay answers, letter(s) of recommendation & grade report/transcript. (If applying to Valley Combined, add "Transportation Survey" found on our website as the last document.) AND one copy of this entire application set. Place the original & complete copy of your application set in one envelope. Open any sealed letter of recommendation or a grade report/transcript before mailing. Use mailing check list on website.*
11. **How do I know if you have received my application?** *Due to the high number of applications received on and before the deadline, we can NOT send confirmation that we have received each one. If you wish to confirm receipt of your application, send your package Priority Mail & use the US Postal "Delivery Confirmation" service; WE WILL NOT ACCEPT YOUR APPLICATION VIA EXPRESS OR CERTIFIED MAIL.*

### **SECTION III - STUDENT SELECTION AND NOTIFICATION**

1. **Who decides who will participate in this Program?** *Each hospital that hosts an Eve and Gene Black Summer Medical Career Program is run by a program coordinator.. Each coordinator receives the applications of all the students who chose their hospital. They review and select their participants. Some programs choose to interview by phone or in person.*
2. **How many students does each hospital choose for their Program?** *The number of students participating at each hospital varies from hospital to hospital and from year to year depending on what that coordinator is able to handle at their location. Below is a breakdown:*

Program	No. of Apps	No. Selected	Program	No. of Apps	No. Selected
*Cedars Sinai	5-8	2-3	Providence Tarzana Medical Ctr.	15-20	2-3
Childrens, LA	35-50	2	St. John/Santa Monica	15-25	6
Harbor UCLA	45-60	3-4	*St Mary, Long Beach	7-12	1
Huntington Memorial, Pasadena	8-10	1-2	UCLA Medical	45-55	2
King Multi-Serv. Ambulatory Care	10-17	10-12	Valley Combined (see app for list)	15-17	12 (6 for ea. 2 wks)
LAC/USC	20-35	4	White Memorial	15-20	4
Olive View UCLA	12-16	4	*Must be 18 by program start.		

3. **If I send my application well before the submission deadline, does this improve my chances of getting into the Program?** *No.*
4. **How and when will I find out if I have been accepted (or not) into the Program?** *You will be contacted by the Los Angeles Pediatric Society by phone or mail on or before the notification date listed on the application. Therefore it is important that you type or print your application so that your contact information is legible.*
5. **I was not accepted into the Program this year, may I apply again next year?** *Yes, as long as you are still age and grade eligible.*
6. **I am/my child is an AP student and I/he/she was not accepted into the Program; why?** *Transcripts are only one part of what each hospital coordinator looks at in choosing participants; the essay answers, letter(s) of recommendation and in some cases, interviews, also factor into the decision process. The Program strives to mirror the diversity of the Los Angeles student population; therefore its chosen participants are a representative cross section of the society of the greater LA area. If you are not a senior, we highly recommend that you apply again. When we receive your application for a 2<sup>nd</sup> time, this is duly noted to the Hospital Coordinator of the Program you are applying to. This factor like the many others mentioned above, plays a part in a coordinator's decision.*
7. **There's always been a student from my high school in this Summer Medical Program. This year several applied but no one was accepted; why?** *Coordinators do not choose participants based on what high school they attend but by the many factors mentioned in question #6. The number of positions is small, 50-55, and the number of applications is high, from 250-350; the selection process is competitive and unfortunately, we are unable to place many talented, well qualified students.*

#### **SECTION IV – PROGRAM INFORMATION IF YOU ARE ACCEPTED**

1. **What will I do in this Program?** *Specific activities vary from hospital to hospital, based on what each coordinator is able to set up at their location. An orientation is held by the Los Angeles Pediatric Society in mid to late May and specifics are given to the students by their coordinators at that time. An invitation will be mailed or emailed to you. Due to the distance of the orientation location to some hospitals, certain Program coordinators will hold their own orientation, which they will arrange with their chosen participants.*
2. **How do I get to this hospital?** *Every participant is responsible for their own transportation to and from the hospital(s) where they are participating. In the case of the Valley Combined Program, participants will be required to change locations during the day, so they will need to have transportation available for such situations and must submit the completed "Transportation Survey" found on the website . However, the schedule will be communicated, in writing, in advance and every effort will be made to arrange teams to carpool to the various locations.*
3. **The application says that if there is a financial need, that a stipend is available upon request. How do I request this stipend?** *The stipend is given to assist participants with transportation and other expenses incurred while participating in this summer medical career program. Upon your selection you will receive paperwork concerning this stipend. There will be no financial documentation requested other than completing and turning in the paperwork requesting the stipend by the printed deadline. Your stipend will be mailed to your home address. You do not need to submit any receipts for the expenses for which the stipend is used.*
4. **What documents will I need to have in order to participate?** *You will need an up to date immunization record and most programs require a Social Security number. Other required documents are specific to each hospital and your coordinator will let you know what is needed.*
5. **What immunizations are required in order to participate?** *It is best to have your immunizations current and a copy of these records available as the extent of this list can vary for each hospital program. All hospital programs require proof of a recent TB test, no more than 6 months to one year old by the start of the Program. If a program has other specific immunization requirements, they will let you know at their orientation. Many programs also require a participant to have a "Live Scan" which is a scan of your fingerprints and a background check.*
6. **What will be required of me during the program?** *You will be required to sign and follow the rules and regulations as outlined in the Participant Policy and Behavior Contract. (Sample copy is available on the website.) Failure to abide by the policies and behaviors outlined in this contract may result in your expulsion from this program. You are also required to follow all policies set forth by any participating medical facility as well as any other specific policies given to you by your coordinator(s) or any other supervising personnel involved in your program.*