SECTION I – GENERAL PROGRAM QUESTIONS

1. What is the Eve & Gene Black Summer Medical Career Program?
   - Started in 1969, the Eve & Gene Black Summer Medical Career Program is a medical mentor/internship program.
   - Under the supervision of a health care educator/medical facility coordinator, participants shadow various medical professionals (nurse, nutritionist, pharmacist, lab tech and/or physician etc.) who provide a wide range of patient care services.
   - The activities scheduled for participants at each medical facility vary. All participants must provide their own transportation.
   - There is no fee to participate and if a financial need exists, a selected participant may request a stipend for expenses such as transportation. Further information see Section IV, question #3.
   - Due to lengthy clearance procedures that require your presence months prior to the start dates, this program is only open to qualified students from Los Angeles and its adjacent counties. (Note: Some facilities have an LA County residency restriction.)

2. When is the new application posted online? The application is updated & posted online by mid-December for next year’s program.

3. I participated in this program last year; can I apply again this year for a position? NO, you cannot.

4. I applied to this program last year but was not accepted, may I apply again? Yes, as long as you are still grade eligible and meet all requirements of the facility that you wish your application sent to. You MUST submit a new application as information about you/your experiences as well as the application requirements (facility info, essay questions, etc.) may have changed.

5. How many applications does the overall Eve & Gene Black Program receive and how many are selected to participate? Between 250-450 applications are received every year; the number of selected applicants ranges from 60-75. For further information, see Section III, question #2.

6. Is this program available at other times or in other facilities, not listed on application? No, & we do not know of other programs.

7. Can the printed/posted dates of specific facility’s program, change? Yes, but not often. Check our website for possible updates.

8. What days and times does the program run? Most facilities run their program Monday - Friday, no nights or weekends, approximately 8 hours a day. Times vary by facility but most start at 8-9 AM and end at 4-5 PM. Exception: Valley Combined requires Saturdays /or Sundays, TBD.

9. Some medical facilities listed on app have a 3 or 4 week program; others 2 week sessions. How do these programs differ? Program at each facility may vary in length but every effort is made to give you a comprehensive medical shadowing experience.

10. What other time commitments does this program require? After your selection & prior to your start date, you MUST complete your facility(s) clearance procedures, attend orientation(s), submit medical records &/or undergo immunizations plus any other specific requirements of your facility. When selected, you will be given specific info about the clearance procedure and the MANDATORY timeline for your facility or facilities.

11. I’m going on vacation or have another commitment (athletic practice, doctor’s appointment, etc.) during some of the dates/times that the program is running at my selected facility; can I still participate if I’m selected? NO. As positions are in HIGH demand, you must commit to all the days AND times that the program is run at your facility. NO EXCEPTIONS.

12. Who can apply to the Program? A current 11th or 12th grade high school student of any ethnicity who meets the specific requirements of the facility that they are applying to, can apply. Note: See Facility Address & Requirement List and Application for specific info.

13. I am 15 now, but my birth date is on or before 4/1/01. Can I still apply? Yes, as long as you are currently in the 11th or 12th grade AND you meet the age & any requirements of the facility that you are applying to. OR I am 17 now, but I will be 18 by the start of a program at a facility that requires 18 year olds; can I apply? Yes, as long as you are 18 by the start of the program at that medical facility, you may apply. For facilities with special age restrictions see the table in Section III, question #2 or the Facility Address & Requirement List on our website: www.lapedsoc.org.

14. If I am selected, do I need to have social security number? What immunizations are required? Almost all participating medical facilities require a social security number. If you need further info about this requirement, see Facility Address & Requirement List on our website. Once you are selected you will be given a list of immunizations and clearance requirements for your specific facility(s).

15. 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 regret that we cannot extend the application deadline.
SECTION II - APPLICATION QUESTIONS

1. **How do I get an application?** Go to [www.lapedsoc.org](http://www.lapedsoc.org); it is a fillable PDF, so you must have Acrobat Reader (free program) in order to download it. Or go to your high school career/counselor’s office; applications available in mid-December. Print/copy on white paper.

2. **Are there any general tips for filling out an application?** See form called: Application Instructions on [www.lapedsoc.org](http://www.lapedsoc.org)
   - It is highly recommended that you type your application from our website or download to type on later. You cannot apply online.
   - If you do not fill out your application online or download it to complete later, then please handwrite clearly in ink only.
   - Don’t forget to have a parent/guardian sign “Consent and Agreement” on 2nd page & provide your counselor’s name & email.
   - Print and mail your original application along with other required documents AND a copy set; include your name on all pages.
   - We recommend you make a copy of all your documents.

3. **The application says to mark a 1st and an optional 2nd choice facility; is my application sent to both my choices?** No, normally it is only sent to your 1st choice but may be sent to your 2nd choice if they need more applications to consider. If either or both of your selected facility choices has sessions, you will be considered available for all their listed session dates, unless you indicate with “NA” the session dates you are unavailable.

4. **I am applying to a facility that has 2 sessions, if I am selected, may I participate in both sessions? Are the activities the same for each session?** No, you may only participate in 1 session; each session has the same or similar experiences.

5. **What is the Valley Combined Program? Can I select just one (1) of the medical facilities listed for this program?** If accepted to this program, you will be involved in rotations at most of the following facilities: Kaiser Panorama City, Simi Valley Hospital, Los Robles Medical Center, Thousand Oaks as well as numerous smaller medical facilities; you can NOT choose just one (1).

6. **If Valley Combined is my 1st or 2nd choice, the application says to complete & submit a Transportation Form Where is this?** The required Transportation Form is found on [www.lapedsoc.org](http://www.lapedsoc.org). The Valley Combined Transportation Form addresses a need for transportation between facilities during the day – what if I don’t have/don’t always have transportation during the day?
   - Not having transportation during the day will not affect your acceptance to Valley Combined.
   - If you are selected, every effort is made to pair you with a student who drives & can take a passenger or to create carpools.
   - Your medical facility rotation schedule is given to you in writing, well in advance of the start of your session, so if a family member is involved in your transportation during the day, you have time to make any necessary travel arrangements.

7. **If LAC+USC is my 1st or 2nd choice, the application says to complete and submit a LAPS Junior Volunteer Application. Where is this?** It is on [www.lapedsoc.org](http://www.lapedsoc.org); do NOT use the form found on the LAC+USC website.
   - You must complete this form even if you are a current volunteer there.
   - Though this form is a fillable form (you may type on it), after you complete it, you must print it so that you, a parent/guardian and a school counselor may sign it in BLUE ink.

8. **What should I include for Extracurricular Activities & Honors/Awards? How should I format this section?** Also see Application Instructions
   - This section is 2 single-sided pages, any font or margins & may be formatted like a resume. Put name at the top of every page.
   - Include and list all academic and non-academic activities, talents and/or achievements, both in and out of school, i.e. school/community clubs, volunteer service & job/life experience/skills. Include skills such as bilingual or proficient in another language or musical accomplishment. Do NOT send actual or copies of any award or participation certificates.
   - Explain activities or honors/awards whose names do not indicate what they are or what they do. Coordinators need to understand the purpose/definition of every organization. What does it do? Are there membership requirements? What is your level involvement – member or officer? For how long?

9. **How should I format my essay answers?** Also see info on Application & Application Instructions on [www.lapedsoc.org](http://www.lapedsoc.org). Limit 2 single-sided typed pages for all 3 questions, any margins; any font. Answer each question separately; answers may vary in length, number & type question, then give your answer. This section is VERY IMPORTANT to the Coordinator(s). For helpful info about 3rd essay question, review Section IV of FAQs.

    - A letter may be written by any person NOT related to you, who knows you and your character/abilities/talents.
    - This may be a teacher, counselor, principal, family physician, neighbor or employer/ supervisor of a paying or volunteer job.
    - Only 1 letter is required but you may include 1additonal letter. If your school only provides sealed letter(s); get 2 sealed letters.
    - You or any person/counselor wishing to mail a letter of rec. to us separately, must contact LAPS Administration for authorization.

11. **Is an OFFICIAL (often sealed) transcript required?** This is not your current report card but a CUMULATIVE grade report or transcript is required but cumulative grade reports or transcripts do NOT need to be official or sealed. However, if your school only provides a sealed transcript and you are not comfortable opening it, please make sure to include 2 sealed copies – 1 per set.
12. **How should I send my application?** Use Mailing Check List found on [www.lapedsoc.org](http://www.lapedsoc.org).

- **Send by US MAIL ONLY:** “Priority Mail” is suggested, as you can track delivery.
- Do NOT send via: Express or Certified Mail and do NOT Fax or email your application package.
- An original set of ALL required documents **AND** one (1) copy set (which is complete set of ALL original documents) must be sent.
- We also HIGHLY recommend that you make a copy of all the documents in your application package, should LAPS or a facility coordinator have a question about any of the information you provided.
- **Paperclip (NO staples on any docs) EACH set in this order:**
  - Application including SIGNED Consent form (2nd page of application)
  - Extracurricular/honor/award Page(s)
  - Essay Page(s)
  - Letter(s) of Recommendation (Open sealed letters or send 2 sealed copies.)
  - Cumulative Grade Report/Transcript (Open if sealed or send 2 sealed copies.),
  - Transportation Survey (Valley Combined) &/or LAPS Junior Volunteer Application (LAC+USC) if 1st or 2nd choice. Forms on website.

13. **How do I know if you have received my application?** Due to the high number of applications received on or around the deadline, we can NOT send confirmation. If you wish to verify our receipt of your application, **USE PRIORITY MAIL** packaging which allows you to track delivery. **WE WILL NOT ACCEPT YOUR APPLICATION VIA EXPRESS OR CERTIFIED MAIL.**

14. **How do you communicate with applicants after you receive their application?** If LAPS or a facility coordinator has a question about your application, wishes to set up a phone or in-person interview with you or has a date change to give you - they will email or call you; THEY WILL NOT TEXT. Slow responses are viewed as a lack of interest and can possibly affect your placement chances. **SO MAKE SURE YOU:**

- Set up your cell phone voice mailbox and /or make sure it has room to leave messages.
- Check your phone AND email often for messages.

### SECTION III - STUDENT SELECTION AND NOTIFICATION

1. **Who selects the participants for the facilities involved in this program?** Each facility that hosts an Eve & Gene Black Summer Medical Career Program is run by a coordinator(s) who VOLUNTEERS their time to not only select, but to also set up activities and supervise their participants. Each coordinator receives all the applications of those who selected their facility as their 1st choice. If their facility did not receive very many 1st choice applications, they may also consider applications from those that selected their facility as their 2nd choice. The coordinator(s) at each facility then reviews their applications and decides upon their participants. Some facilities may choose to interview applicants by phone or in person.

2. **How many participants does each facility select for their Program?** The number of participants varies by facility depending on the number that each VOLUNTEER coordinator selects. Below is an approximate breakdown:

<table>
<thead>
<tr>
<th>Medical Facility or Facilities</th>
<th>No. of Apps</th>
<th>No. Selected</th>
<th>Medical Facility or Facilities</th>
<th>No. of Apps</th>
<th>No. Selected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cedars-Sinai Medical Center, Los Angeles</td>
<td>10-15</td>
<td>2-4</td>
<td>Olive View UCLA Medical Center, Sylmar</td>
<td>15-20</td>
<td>4</td>
</tr>
<tr>
<td>Children’s Hospital Los Angeles</td>
<td>35-50</td>
<td>4 (2 ea. session)</td>
<td>Providence Tarzana Medical Center</td>
<td>25-35</td>
<td>4-6</td>
</tr>
<tr>
<td>Harbor UCLA Medical Center, Torrance</td>
<td>60-85</td>
<td>8 (4 ea. session)</td>
<td>Santa Monica UCLA &amp; St. John’s Med. Ctrs.</td>
<td>45-55</td>
<td>8-12 (4-6 ea. session)</td>
</tr>
<tr>
<td>Huntington Memorial Hospital, Pasadena</td>
<td>25-30</td>
<td>1-2</td>
<td>UCLA Medical Center, LA</td>
<td>45-55</td>
<td>2</td>
</tr>
<tr>
<td>Martin Luther King Jr. Outpatient Ctr., LA</td>
<td>25-30</td>
<td>10-12</td>
<td>Valley Combined- See Sec. II, #7 for list</td>
<td>35-45</td>
<td>12 (6 ea. session)</td>
</tr>
<tr>
<td>LAC+USC Medical Center, LA</td>
<td>25-35</td>
<td>4</td>
<td>White Memorial Medical Center, LA</td>
<td>20-25</td>
<td>4</td>
</tr>
</tbody>
</table>

3. **If I send my application before submission deadline, does this affect my chances of being selected for 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 (LAPS) **BY EMAIL** on or before the notification date listed on the application. Therefore, it is important that you type or CLEARLY print your application so that your contact info is legible. **If you have not been contacted by the deadline on the application, you have not been accepted.**

5. **I was not accepted into the Program this year, may I apply again next year?** Yes, please see answer in Section I, question #4

6. **I am/my child is an AP student and l/s/he was not selected; why?** Transcripts are only one part of what each facility coordinator looks at in selecting participants; the essay answers, letter(s) of recommendation and in some cases, interviews, also affect the decision process. Coordinators seek to create a diverse participant population. If you are not currently in the 12th grade, we highly recommend that you apply again and that you note it on your application as coordinators look very closely at 2nd time applicants.
SECTION III - STUDENT SELECTION AND NOTIFICATION (Continued)

7. There has always been a student from my high school in this Summer Medical Career Program; several applied this year but no one was selected; why? Coordinators do not select participants based on the high school they attend but by the many factors mentioned in question #6. The number of positions is small, 60-70, and the number of applications is high, 250-450; 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 facility to facility and from year to year, based on what each coordinator is able to set up at their location. An orientation is held by LAPS in late April and specifics are given to the students by their coordinators at that time. An invitation to this event will be mailed to you with your acceptance package. Due to the distance of the orientation location to some facilities, some coordinators will arrange to hold their own orientation with their selected participants.

2. Once I am selected, how do I get to and from the facility or facilities if there is more than one? Every participant is responsible for their own transportation to and from the facility(s) where they are participating. Several of our participating programs involve moving from one medical facility to another during the day. 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 a financial need exists, that a stipend is available upon request. How do you request this stipend? The stipend is given to assist participants with transportation, parking and other possible expenses such as a uniform shirt that are incurred while participating in this summer medical career program. Upon your selection you will receive a Stipend Request Form from LAPS in your acceptance package. 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 by LAPS to your home address. You do not need to submit any receipts for the expenses for which the stipend is used.

4. What immunizations are required in order to participate? It is best to have your immunizations current and a copy of these records as the extent of these requirements varies for each facility. All facilities require recent TB test(s) and some will require that it be done at their facility. If a facility has other specific immunization requirements and deadlines, you will be informed by the Los Angeles Pediatric Society administration upon acceptance or given this info by your coordinator or at your facility’s orientation.

5. What do else do I need to do in order to participate?
   - All participating facilities have a clearance procedure that is usually involves multiple steps and specific deadlines; you will be given info in your acceptance package as to how to begin your clearance process.
   - These requirements may begin as early as April and can up to 6-8 weeks to complete.
   - If you fail to complete your facility’s clearance requirements by your given deadlines, you will NOT be able to be able to participate in the program.
   - Clearance requirements may include any and all of the following:
     - Completion of volunteer forms (online or at facility)
     - Interview by the Volunteer Department
     - Fingerprinting and/or background check
     - Immunization verification or health screening which may include specific TB testing requirements
     - Facility orientation and/or Volunteer training which usually involves HIPAA information as well as facility rules and regulations
     - LAPS sponsored Orientation and Dinner or your own Facility’s Orientation Event

6. What will be required of me during the program at my facility?
   - 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 will be 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 at your facility(s).

7. Is anything required of me at the conclusion of the Summer Medical Career Program at my medical facility?
   - You MUST complete and submit a MANDATORY Exit Essay to the Los Angeles Pediatric Society. You will be given information about this in the Required Exit Essay form in your acceptance package and this information can also be found on www.lapedsoc.org. Please abide by the form’s submission deadline.
   - You may be asked to write thank you notes to the various medical facilities, departments or individuals who are involved in your Summer Medical Career Program experience.
   - You should also write a thank you note or email to the Coordinator(s) of the Summer Medical Career Program at your facility.
   - It would be much appreciated if you would keep the Los Angeles Pediatric Society updated as to the future progress of your education and your goal to become part of the medical community.