

INSTRUCTIONS TO COMPLETE EVE & GENE BLACK SUMMER MEDICAL CAREER PROGRAM APPLICATION

- It is **HIGHLY RECOMMENDED** that you either complete your app on www.lapedsoc.org or download & save to type on later.
- This document is a fillable PDF so you need to have Acrobat Reader (a free program) on your computer to download.
- You can **NOT** submit online; you will need to print your application and send with all other required documents.
- More detailed program information can be located on the following documents, which are posted on www.lapedsoc.org, under the Summer Program tab: [FAQs](#), [Facility Address & Requirement List](#), [Mailing Check List](#) and [LAPS Junior Volunteer Application](#) (only use for LAC+USC).
- If you do not find answers to your questions in any of the above documents, contact: eseaman@lapedsoc.org 424-262-6590 Monday - Friday from 9 am - 6 pm

Section A. Name and Contact Information:

- Make sure that you can be reached at all phone numbers and emails that you list. Give additional numbers/emails if necessary.
- If hand printing your application, be sure your contact info is legible as certain numbers & letters can be mistaken for each other.
- If LAPS or a facility coordinator has a question, wishes to set up a phone or in-person interview or has a date change to give you - they will email or call you, so **ENSURE** that all you contact information on the application is legible and accurate.
- **Be sure to** setup your cell phone voicemail. Or if your voicemail box is already setup, **make sure** that your voicemail box has room to leave messages. Check your phone and email for messages, **often**. See [FAQs Section II, Question #18](#)
- **Slow responses are viewed as a lack of interest and can possibly affect your placement chances.**

Section B. High School/Counselor Information Section: Provide school name, phone number & Counselor's name & email address.

Section C. Hospital Program Selection: See program documents listed on website and [FAQs Section II](#)

- NOTE: Facilities, dates and requirements are subject to change, PLEASE check for updates on www.lapedsoc.org
- If selected to participate, you must be available for ALL of the dates as indicated on the application that your chosen facility is hosting this internship - no days off, no exceptions. See [FAQs Section I, Question #11](#).
- Every participant is responsible for their own transportation to & from their selected facility. See [FAQs Section IV, Question #2](#).
- NOTE: Special facility requirements & information can be found on the [Application](#), [Facility Address & Requirement List](#) & [FAQs](#).
- If LAC+USC is one of your choices, complete & submit [LAPS Junior Volunteer Application](#) on www.lapedsoc.org with other required docs. See [FAQs Section II, Question #9](#).
- **Mark** your 1st choice facility with a 1. If your 1st choice has sessions, you **must indicate** beside each session, **one** of the following:
 - Mark "NA" if you are NOT AVAILABLE for that session.
 - Mark "OK" beside any session that you are available for, if you have no preferences. (Unless you have strong preferences, marking "OK" allows the Facility Coordinator flexibility in your session placement.)
 - Mark 1, or 2 if you have session preferences.
- **Optional:** If you have 2nd or 3rd choice facilities, you may mark those with a 2 or 3 and follow the instructions for sessions above. Your app will *only* be sent if your 2nd or 3rd choice needs more apps or if your 1st choice withdraws from program. If you meet the 18-year-old requirement, we encourage 2nd and 3rd choices to a facility that has that restriction. To assist with your selection(s), see breakdown below for number of applications received vs. number of participants selected:

Medical Facility or Facilities	No. of Apps	No. Selected	Medical Facility or Facilities	No. of Apps	No. Selected
Adventist Health White Memorial, Los Angeles	15-20	4	Olive View UCLA Medical Center, Sylmar	15-20	4
Cedars-Sinai Medical Center, Los Angeles (18 year)	8-15	2- 4	Orthopaedic Institute for Children, LA	18	2 (1 ea.Session)
Children's Hospital Los Angeles (must be 18)	15-20	4 (2 ea. session)	PM Pediatrics (must be 18 and a senior)	NEW	
Harbor UCLA Medical Center, Torrance	50-65	8 (4 ea. session)	Providence Tarzana Medical Center	25-35	4- 6
LAC+USC Medical Center, Los Angeles	20-30	4	Santa Monica UCLA/St. John's Med. Ctrs.	40-50	8-12 (4-6 ea. session)
Martin Luther King Jr. Outpatient Ctr., Los Angeles	25-30	10-14	UCLA Medical Center, Los Angeles	30-40	4 (2 ea. session)
			Valley Combined- See Sec. II, #7 for list	20-30	4 (2 ea. session)

Section D. Extracurricular Activities AND Honors/Awards: Info on [FAQs Section II, Question #11](#)

- Limit: 2 single-sided pages, any font or margins; it may be formatted like a resume. Put name at the top of every page.
- List/Include all academic and non-academic activities, talents and/or achievements, both in and out of school, i.e. school/community clubs, volunteer service and job/life experience/skills. Include skills such as bilingual/proficient in another language or musical accomplishment.
- Do NOT send copies of any award or participation certificates.

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- Explain activities or honors/awards whose names do not indicate what they are and/or what they do. Coordinators need to understand the purpose/definition of organization(s) where you participate. Are there membership requirements? What is your level involvement – member or officer? For how long?

Section E. Essay Questions/Prompts: Info - [FAQs Section II, Question #12](#)

- Limit: 3 single-sided, typed pages to answer **ALL** three (3) questions/prompts. You may use any font and any margins; first number and type the question, then give your answer. Put your name at the top of each page(s).
- This section is **VERY** important and carefully read by facility coordinators.

Section F. Letter(s) of Recommendation: Info - [FAQs Section II, Question #13](#)

- 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.
- To learn more visit: www.bestsampleresume.com/letter-of-recommendation.html
- Only 1 letter is required but you may include 1 additional letter.
- If your school only provides sealed letter(s); get 2 sealed letters.
- **DO NOT MAIL SEPARATELY unless authorized by LAPS Administration.**

Section G. Up-To-Date Transcript – DO NOT MAIL SEPARATELY: See info on [FAQs Section II, Question #14 & 15](#).

- A transcript is NOT a current report card but a cumulative summary by year of ALL high school courses and their grades. You will need to request document from your school. Do NOT send computer generated course listings and grades.
- This transcript should include a list of all your courses currently in progress and your grades. Please make every effort to get your most recent course grades, if available by the submission deadline. These grades do not need to be on the Transcript, but can be on a separate document.
- If you have taken any college level classes, you may also include this information.
- **This transcript does NOT need to be official or sealed;** open to copy for required application copy set of documents. (See Section I.) If you must send a sealed transcript, provide 2 copies.

Section H. Consent and Agreement Form for Student Participation: (Online this is 2nd page.) Make sure it is completed and signed.

Section I. Original Set of Documents & Copy Set of Documents: Use [Mailing Check List](#) on website. [FAQs Section II, Question #16](#).

- 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 the following order;** put both sets in 1 envelope.
 - Application including SIGNED Consent form (2nd page of application)
 - Extracurricular/honor/award Page(s)
 - Essay Page(s)
 - Letter(s) of Recommendation (Open sealed letters and make another copy or send 2 sealed copies.)
 - Transcript (Open if sealed and make another copy or send 2 sealed copies.),
 - LAPS Junior Volunteer Application (LAC+USC) if one of your choices. See Form on website.

Section J. Mailing Instructions: Use the [Mailing Checklist](#) on our website. See [FAQs Section II, Question #16 & 17](#).

- **We can NOT acknowledge receipt of your application.**
- To Verify Receipt, use **Priority Mail** packaging & you will be able to track our receipt of your package, either online or by phone.
- If not using Priority Mail, make sure that your application package envelope has sufficient postage.
- Do NOT send using Certified or Express Mail; do NOT use Signature Confirmation Service; we will NOT accept.

Section K. Deadline: Mailed by Monday, February 17, 2020. See [Mailing List & FAQs Section III, Question #6](#)

- All applicants will be notified whether accepted or not **VIA EMAIL by Thursday, April 2.**
- If you have not been contacted by the notification deadline, you have NOT been accepted.