

# Supplemental Documents for Physician Shadowing

## Overview

Shadowing is a separate and selective component that requires additional documentation to be submitted for the Riverside-San Bernardino and Coachella Valley site. We evaluate applications holistically and take into account the following: letters of recommendation, FPL application, short answer responses, GPA and resume.

## Eligibility

This component of the program is ideally intended for second year and older college students. If you do not meet the requirement but will be a second year college student in the fall of 2018, you may still apply. All other applicants who are younger will not be considered. Applications will be reviewed case by case for any student not meeting the minimum eligibility for shadowing.

## Required documents:

- Resume
- Unofficial transcript(s) (college only)
- Two letters of recommendation

## Resume and Unofficial Transcripts

Resume should be recent and in PDF format—1 page is preferred. Unofficial transcripts should be sent in **one** PDF document, Word document is okay. Please do not pay for any transcript. Both documents should be sent in **one** e-mail to the Coordinator, Sophia Rodriguez at [sophia.rodriguez@medsch.ucr.edu](mailto:sophia.rodriguez@medsch.ucr.edu).

**The e-mail subject line: [first and last name]\_FPL 2018\_[which site you are applying for]**

**Ex. John Smith\_FPL 2018\_Coachella Valley**

## Letter of Recommendation:

At least one letter must be from an instructor, professor, and/or teaching assistant. The other can be from an employer, volunteer director/lead, family friend, or colleague.

## Letter Writer Instructions:

All letters must be signed. E-mails must be professional or work e-mails. No g-mail, yahoo, Hotmail or any non-professional e-mail. There is no specific format for the letter of recommendation but it may include (but not limited to) the following:

- How do you know and how well do you know the applicant?
- How long have you known the applicant?
- What are the applicant's primary strengths and/or weaknesses?
- Comment on the applicant's: academic performance and potential, maturity, reliability, punctuality, motivation, communication skills (written and oral), ability to follow directions, time management and leadership skills.

- How does the applicant treat others with whom they work?
- What is your overall evaluation of the applicant?

Please review these requirements with your letter writer and give them plenty of time before the deadline to submit your letter.

**The e-mail subject line: first and last name\_FPL 2018\_LOR**

**Ex. John Smith\_FPL 2018\_LOR**

### **Deadline**

The supporting documents *priority deadline* is **Monday, April 23, 2018 at 12 PM PST**. This includes resume, unofficial transcript(s) and the letters of recommendation.

The supporting documents final deadline is **Wednesday, May 2, 2018 at 11:59 PM PST**. This includes resume, unofficial transcript(s) and the letters of recommendation.

If you submit it by the priority deadline you will hear back the first week of May. If you submit it by the final deadline, you will hear back the second week of May.