

**University of California Davis Department of  
Surgery**

**Pre-Medical Surgical Internship, Mentorship,  
and Research Program**

**Application Instructional Packet for  
Summer 2015**

**The application completion deadline is on**

**March 31, 2015 at 11:59 PM PST**

**(Online application only via [www.premedsurgery.org/application/](http://www.premedsurgery.org/application/))**

**Invitational in-person interviews will be conducted from April 24-26, 2015**

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## **Introduction**

Welcome and thank you for your interest in the University of California Davis Health System Department of Surgery Pre-Medical Surgical Internship, Mentorship, and Research Program. This is a unique opportunity open to all pre-medical students to shadow faculty, residents, interns, and medical students in the nationally recognized UC Davis Health System Department of Surgery. This program is under the supervision and guidelines set forth by the Chairman of Surgery at the UC Davis Health System.

Before starting the application process, please make sure you carefully read through this entire application packet. It includes all the deadlines, mandatory dates, and other important material you need to know in order to successfully complete your application and prepare you for program requirements.

In this program, you will be interacting with physicians in the Department of Surgery and observing them through every step of patient care: from the chance to see patient-physician interactions in the clinics, pre and post-operative bays, operating rooms, bedside, and to intensive care units, as well as observing teaching conferences, journal clubs, and rounds. You will experience what surgeons do on a daily basis as you shadow them through all aspects of patient care and learning.

This is an extraordinarily unique opportunity. Maturity, attentiveness, flexibility, and the ability to follow written and verbal directions are qualities that are absolutely imperative to prevent hindrance of patient care. Professionalism is essential. The surgeons voluntarily participating in this program are enthusiastic about having student pre-medical students. Thus, please be respectful at all times.

Be aware that this program is operated under the supervision of the Chairman of Surgery and solely dependent on said discretion, which includes but is not limited to start and end dates, hospital shift start and end times, requirements and/or the process of selection, student guidelines, and policies set forth by UC Davis Health Systems, state, and federal laws.

## **Applicable Candidates**

All undergraduate, graduate, and post-baccalaureate students from all institutions who plan to apply to medical school are eligible. This includes community colleges, state universities, public and private universities, and graduating high school students who are at least 17 years old.

Again, this program is open to all pre-medical students regardless of year, academic standing, major, or academic institution, including international students. If you are interested in a career in medicine then you are eligible to apply! There are three cycles available for application throughout the year: Spring (January-May/June), Summer (May/June-August/September), and Fall (August/September-December).

## Setting

The site for the program is the UC Davis Medical Center in Sacramento, California. Our 650-bed hospital is the major teaching affiliate for the UC Davis School of Medicine. The hospital serves an area of tremendous diversity in both cultural and socioeconomic background. It is the only institution that serves as a Level 1 Trauma Center, Burn Center, Children's Hospital, and Transplant Center in Northern California. The focus of our service to those most in need underpins the teaching activities in this setting.

The following surgical subspecialties are fully devoted to participation with our program:

- Burn Surgery
- Cardiothoracic Surgery
- Gastrointestinal Surgery
- Neurosurgery
- Otolaryngology Surgery
- Pediatric Surgery
- Plastic Surgery
- Surgical Oncology
- Transplant Surgery
- Trauma & Emergency Surgery
- Urological Surgery
- Vascular Surgery

## Time Commitment

Many previous interns have successfully completed this program while working full or part time, being a full-time student, and meeting the demands of everyday life. Aside from hospital shadowing shifts, there are mandatory program events. Absences will not be tolerated or granted.

### *Mandatory Program Events*

The Summer Cycle has three separate “tracks” meant to accommodate quarter or semester system students at any academic institutions. The longest “track” is an option for any applicant with no time constraints due to academic deadlines.

- For semester system students, hospital shifts will commence on June 1 and end on August 18, 2015.
- For quarter system students, hospital shifts will commence on June 15 and end on September 20, 2015.
- For applicants not in school or with no prior academic deadline obligations, we offer a longer range of hospital shifts commencement on June 1 and ending on September 20, 2015.

Please note you do NOT need to be a student to choose either the quarter or semester system-friendly tracks. These options are meant to accommodate students but are not exclusive to them. After reviewing your personal schedule for Summer 2015, select a track that best fits.

**Once you have chosen your track, you may not alter your selection once the program commences on May 30, 2014.**

**The Hospital Orientation, Surgery Academy, and Saturday workshop, and Final Presentation dates are still applicable for all applicants, regardless of the chosen track for Summer 2015.**

- Hospital Orientation given by Volunteer Services on May 29, 2015 from 2-4 PM
- Surgery Academy on May 30-May 31, 2015 from 8 AM-6 PM
- Saturday workshop dates, all scheduled for 9 AM-1 PM:
  - June 20, 2015
  - June 27, 2015
  - July 11, 2015
  - July 25, 2015
  - August 1, 2015
  - August 8, 2015
  - August 15, 2015

Online Application Deadline	March 31, 2015 at 11:59 PM PST
Assigned Invitational Interview	April 24-26, 2015 (20 minutes)

Program Length	May 29-Sep 20, 2015
Hospital Orientation*	May 29, 2015 from 2-4 PM
Surgery Academy*	May 30-May 31, 2015 from 8 AM-6 PM (both days)
Final Presentation Day*	August 15, 2015 from 9 AM-12 PM
Workshops*	(All on Saturdays, from 9 AM-1 PM) <ul style="list-style-type: none"> <li>• June 20, 2015</li> <li>• June 27, 2015</li> <li>• July 11, 2015</li> <li>• July 25, 2015</li> <li>• August 1, 2015</li> <li>• August 8, 2015</li> </ul>

\* Denotes mandatory program dates

### ***Hospital Orientation***

If you are selected for the program then there is a mandatory UC Davis Health System Orientation for general hospital protocols, patient privacy information, and safety instructions. This mandatory hospital orientation is required by federal and state laws and will take place at the UC Davis Medical Center on May 29, 2015 from 2-4 PM, unless otherwise noted. This orientation is mandatory and must be completed at the time indicated. We cannot reschedule or alter this time and date, as we have no control over Volunteer Services' time schedule. If necessary, discuss this date with your instructor(s)/employer beforehand. If you have lectures or work that will require validation for an excused absence then we can provide documentation that states you have participated in the orientation.

We understand some may have volunteered at UCDMC in the past, but you still **MUST** attend this orientation in order to participate in this program and receive your badge.

### ***Surgery Academy***

The Surgery Academy is an intensive two-day orientation. Multiple lecturers, including UC Davis medical students and physicians, will be teaching anatomy and other clinically relevant material to help prepare you for hospital parlance and science. During the Academy, you will also be instructed on proper hospital etiquette and program policies.

### ***Workshops***

You will attend mandatory biweekly Saturday meetings while in the program. Scheduled workshops provide hands-on modalities and educational learning modules that are often unavailable on hospital shifts. Workshop topics may vary each cycle, but common and recurrent themes are Medical School Applications and Admissions presented by the Director of

Admissions of UCDSOM, Suturing Lab, Heart Suturing Lab, Medical Ethics, and various other surgical subspecialties presented by current UCDCMC surgeons and medical students.

### *Hospital Shifts*

A hospital shift is a seven continuous hour commitment on the day(s) of your choice. The shift designations and slots are as follows:

- Morning Shift – 6 AM-1 PM
- Afternoon Shift – 12 PM-7 PM
- Evening Shift – 7 PM-2 AM

In addition to the mandatory dates listed above, you must also fulfill the minimum of TWO (2) hospital shifts per week. At least ONE shift must be scheduled on a weekday (Monday through Friday) as either the morning or afternoon shift (6 AM-1 PM shift or 12 PM-7 PM shift). Any additional shifts you choose have no day or time limits, meaning these shifts can be any day of the week during any of the three shift times. For more information regarding Hospital Shift Scheduling, please see the “Program Overview” section on pages 13-15.

You will be assigned to one service (surgical subspecialty) within the Department of Surgery for each shift. You will shadow either the resident, attending, or medical student on that particular service for the day. We ask that you remain flexible and follow instructions. The service’s main goal is patient care, but each team member strives to provide you with the best learning experience possible.

### *Attendance*

You are expected to attend the shifts for which you have self-selected, as well as the mandatory program dates listed above. You will be expected to arrange your schedule accordingly to make this program an integral part of your educational future. You are allowed only four excused absences from hospital shifts throughout the entire cycle, each of which requires the proper and sufficient documentation to justify your absence. Excused absences for hospital shifts or program events DO NOT include work, studying for class or exams, going on vacation, or even taking the MCAT. These dates have been made available to you at least six month in advance, and we expect all applicants to plan their personal schedules accordingly. Excused absences may include medical and/or personal emergencies, car problems, or scheduled medical/graduate school interviews.



## **Program Requirements**

Once all invitational interviews are complete, we will notify you of an acceptance or not into the program by May 2, 2015. The final selected candidates must abide by the UC Davis Health System Volunteer Services Requirements, listed below.

### *UC Davis Health System Volunteer Services Requirements*

1. Must be at least 17 years of age.
2. Attend a mandatory hospital orientation meeting (as stated above).
3. Pay a one-time registration fee of \$5.00 (for ID card and background check).
4. For the protection of our patients, provide information for a national criminal background check.
5. Read, hear, and speak English well enough to satisfactorily converse with patients, visitors, and hospital staff.
6. See well enough to visually assess a patient's condition or to read written material.
7. Possess strength and stamina to remain active for extended periods of time and to be able to move a distance between floors and buildings.
8. Possess good body strength and mobility to assist in transporting and moving patients, and/or supplies, if needed.
9. Obtain a medical clearance, which can be obtained free of charge.
10. Provide up to date immunization records (must be obtained before Hospital Orientation date on May 29, 2015; see "Required Medical Documentation" on page 12 for more details).

### *Dress Code*

You will be working in a professional setting and interacting with patients and physicians alike, thus a business casual dress code is strictly enforced for any program related activities, including but not limited to hospital shifts and workshops.

**Males:** Dark slacks (not denim jeans) must be worn in a conservative solid color, such as navy blue, grey, fine pin stripe, or black. A clean and pressed long sleeve dress (button up) shirt must be worn with a tie. Dark colored socks must be worn with dark, closed toe and closed heeled shoes. Suit jackets or blazers are not required. No jewelry accessories may be worn (i.e. earrings, bracelets), but a watch is recommended. Hair color should be a natural occurring color and must be pulled back neatly if long. Short hair must neatly combed and presentable. Facial hair must also be properly groomed.

**Females:** Dark slacks or knee-length skirts can be worn with a blouse or dress shirt. Pantsuits are also acceptable. Dark, mid to no heel, closed toe shoes may be worn (conservative colored flats are also acceptable). One earring stud in each ear is accepted; excessive jewelry is not advised, but a watch is recommended. Your hair color should be a natural occurring color and must be pulled back neatly. If you have short hair then it is expected to be neatly combed and presentable.

***Absolutely no visible piercings or tattoos are allowed. The only permitted ring is a wedding band.***

‘Dark’ and/or ‘conservative’ is defined as black, navy, brown, or dark gray.

Please take into consideration you will be working in your clothes and standing for up to seven hours. Please make sure your business casual clothes are comfortable and sensible. You will also be changing into a scrub suit (better known as “scrubs”) for use in the operating rooms. You are not permitted to leave the hospital and return home with scrubs. Scrubs are the property of the UC Davis Health System and must be returned after your shift has ended in the proper containers in the locker or dressing rooms. Removing them from the premises and taking them home is considered theft.

### ***Required Medical Documentation***

In addition to the requirements above, each selected intern will need to submit proof of the following medical documentation to Volunteer Services for full acceptance into the program:

**RED** indicates options for **MANDATORY DOCUMENTATION**.

### **MMR (Measles-Rubeola, Mumps, and Rubella) Documents**

- Overall, acceptable criteria for MMR clearance is either:
  - **TWO (2) documented MMR vaccinations**
  - Or a **positive blood titer (serology) of MMR antibodies to both measles (copy of lab slip)**.
  - If single vaccinations or serology is unavailable or was not administered, then please follow the directions below regarding separate proof of immunity to Measles and Mumps.
- **Both Measles (Rubeola and Rubella) Criteria:**
  - Everyone must show proof of immunity to both measles.
  - The only acceptable criteria for both measles is either:

- *Copy of lab paperwork for positive serology for antibodies to both measles (positive titer)*
    - Or *documentation of TWO (2) measles shots in lifetime.*
  - Again, documentation of MMR vaccinations and/or blood titers can serve as clearance if administered, but if not then Employee Health Services (EHS) will draw titers if you do not have immunization records. If any blood work returns with results showing you are negative, then an MMR Vaccination will be given at no cost to you. You will not be cleared to work without meeting this standard.
- **Mumps Criteria:**
  - Must show proof of immunity to mumps.
  - The only acceptable criteria for mumps is either:
    - *Positive serology for antibodies to mumps (positive titer)*
    - Or *documented mumps booster after negative serology if you had TWO (2) recorded MMR's as "Mumps inconclusive"*
    - Or *signed declination for Mumps injection only.*

#### **Varicella (Chicken Pox) Virus Documents**

- Everyone must show proof of immunity to the Varicella (Chicken Pox) Virus.
- The only acceptable criteria is either:
  - *Positive serology for antibodies to the Varicella Virus*
  - Or *TWO (2) documented Varicella vaccinations*

#### **Tuberculosis (TB) Documents**

- Evidence of annual subcutaneous (subdermal) skin tests is accepted.
- The only acceptable criteria is either:
  - *Evidence of TWO (2) step PPD skin test results within the last THREE (3) months*
    - "Two step" refers to the two (2) PPD tests administered in sequential order of one another, where after one PPD skin test is placed then read, the second PPD cannot be replaced for 7 days after the first read date.
    - This will be administered if you have not had a TB test done within the past year.
    - *If you have had ONE (1) TB test administered within the past year, then a second PPD test administered within the past three (3) months is acceptable to fulfill the TWO (2) PPD test requirement.*
  - If an individual tests positive to PPD, then the only acceptable criteria is:
    - *Evidence of chest x-ray radiology report taken within the last THREE (3) months and symptom interview (given to Volunteer Services, not EHS).*

- You are not cleared to volunteer until either the two-step is completed or evidence of two recent PPD (TB) tests is submitted.

**Influenza (Flu) Shot Documents**

- Flu shots are offered at no charge for volunteers throughout the flu season (range of months may vary according to UCDMC).
- As a state requirement to track compliance, you must receive a flu shot to help protect patients at risk before you become symptomatic.
- The only acceptable criteria is either:
  - ***Copy of lab documentation that a flu shot was administered for the current flu season (for the current year)***
  - Or ***signed declination for administration of flu shot.***
    - If you decline the flu shot then you will be required to wear a mask during hospital shifts.

## **Program Overview**

The following information is a brief summary of what this program entails and offers. More detailed information will be available for students selected to enter the program.

### *Hospital Shift Schedules*

You will be able to pick your own schedule one month in advance. Each month you will access a link to pick the entire month's dates and times of your self-selected hospital shifts through our online scheduling software, EventBrite. Again, you will be able to pick the shifts you will attend for the entire upcoming month. Shifts dates and times are assigned on a first come, first serve basis. You can easily work around your personal responsibilities and time commitments, since the hospital is open 365 days a year, 24 hours a day. However, there is a limit to the number of pre-med students who can participate each day. Scheduling Coordinators strive to accommodate all requests and conflicts. Please note that it is highly recommended that you rotate your schedule to experience all the different specialties and observe a broader scope of surgery. Students who have previously participated in this program attest that rotating shift days and times has given them the best experience.

You are welcome to stay longer than the scheduled seven hours on the day of your shift if there is an interesting case or if you are in the operating room and have already checked the monthly schedule to ensure no other interns are assigned to the same service after you. However, you will only receive credit for one shift for that day, despite your extended hours. You also have the ability to choose more shifts as it fits your personal schedule, but the minimum requirement is two-seven hour shifts during the workweek, one of which must be either during the morning or afternoon shift times.

Your final monthly schedule, which indicates to which services you have been assigned, will be e-mailed to you before the beginning of the next month from the Scheduling Coordinators. Therefore, check your e-mail frequently. If you forget to check your e-mail and miss a shift then it is considered unexcused!

You will be allowed one unexcused absence during the duration of the program. Any further absences must be accompanied by relevant documentation, such as a doctor's note as in the case of illness. Having more than one unexcused absence will mean possible removal from the program until the issue is resolved.

The scheduling committee will not change the time or date that you selected. It is your responsibility to know your schedule before signing up for shifts, thus it is imperative that you only select shifts that you will be able to attend. Once you have selected your shift schedule,

you will not be permitted to change your shifts or switch with other students in the program.

### *Evaluations and Shift Reports*

At the end of each shift, the person you have shadowed will assess your professionalism, behavior, performance, and attitude. This is not a test. Your evaluations will be given to the Coordinators, Program Directors, and the Chairman of Surgery as a way to gauge your conduct and the current climate of the hospital. The shift evaluation will be completed at the end of each shift.

In addition to shift evaluations, you are also required to complete a shift report that describes your learning experience. You must complete online shift reports within 24 hours after the end of each shift (i.e. if your shift ended at 1 PM on February 6 then you must submit a shift report by 1 PM on February 7). Again, this gives us the ability to evaluate your progress in the program and also gives us vital feedback to improve the program.

### *Academics*

The program has an academic component that serves to enrich your experience in the program by expanding your knowledge of the field of medicine. This portion of the program has been sanctioned and encouraged by the Chairman of Surgery and continually changes for each cycle. The academic portion is not to be taken lightly!

The academic component consists of reading and analyzing assigned books and articles related to medicine. You will be required to take quizzes and turn in written responses concerning the assigned reading. You will also perform a final presentation at the end of the program on a surgical technique of your choice. To help you better succeed on these assignments, you will be given a rubric-assigned letter grade and scores to corresponding qualities of work.

At the end of the program, each student will be required to create a 15-minute maximum presentation on a chosen surgical technique. More information will be provided to you during Surgery Academy and as the program progresses.

An academic syllabus will be made available at the beginning of the program. It will outline all of the assignments and due dates, as well as the mandatory program dates. The academic component is NOT optional and you will be responsible for completing the assignments thoroughly and thoughtfully. You will be given scores, feedback, and a final grade based on your academic performance.

The academic letter grade earned does not appear on any official transcripts unless you

choose to apply for academic unit credit (in the form of internship credits) at your academic institution. If you choose to receive unit credit for the course then you will be given a Pass/No Pass grade based on your performance in the internship, where a No Pass is assigned for students who do not meet the minimum grading criterion of 80% composite score or better in all aspects of the program.

This program offers up to four units of academic credit at the following institutions\*:

- American River College
- Consumnes River College
- Folsom Lake College
- Sacramento City College
- Sacramento State
- UC Davis

You do not need to receive academic credit to be part of the program. If you complete the program by fulfilling all necessary aspects and requirements then you will receive a Certificate of Completion. Once you have been accepted into the program, you will be given additional information on how to register for academic credit.

\*For students who do not attend one of the above listed schools:

If you are willing to obtain the necessary documentation from your school and inform the appropriate directors on what actions need to be done to allow credit usage, then we are willing to work with you to obtain academic credit for any institution.

## Application Submission Process

Now that you are familiar with what this program requires, you are ready to apply! Again, this program is open to all individuals who plan to attend medical school. Any pre-med student, regardless of school of attendance or academic/education level who can demonstrate their maturity, ability to follow directions, aptitude to learn, desire to be mentored, and interest in discovering their future in medicine, may apply.

### *Online Application*

All of the following accompanying documents are required by the submission deadline of March 31, 2015 by 11:59 PM PST (unless otherwise updated on the website):

1. Paid Application Fee of \$20\*
2. Application\*
3. Passport style photograph of yourself\*
4. Unofficial Transcript\*
5. Letters of Recommendation\*\*
  - a. A minimum of two recent letters is required but no more than three letters will be accepted. *At least one letter must be from an instructor, professor, and/or teaching assistant from any academic course you have taken or are currently taking.* Each letter must be dated within the past six (6) months.
  - b. You will need the letter writers' contact information:
    - i. Full professional name
    - ii. Title
    - iii. Company/Organization/School e-mail
    - iv. Business address
    - v. Phone number and extension

\* Denotes items that are submitted online by the applicant

\*\* Denotes item that is submitted online by letter writers

The application can only be accessed and submitted online via the [www.premedsurgery.org/application/](http://www.premedsurgery.org/application/) website. Take your time to write thoughtful and thorough answers in your application short essays. There is a 300-word maximum to each question.

### *Important Application Information*

#### **1. GPA**

A minimum 2.7 GPA is required. A high GPA is not a requirement for this program. While GPA is important, we understand it is not a complete reflection of the person. We would



like to encourage as many pre-meds as possible to apply for this program since it may serve as a great motivation in future aspirations to become a successful doctor.

## **2. Letters of Recommendation**

There is a minimum requirement of TWO recent letters of recommendation and an optional third letter, which is highly recommended. One of the letter writers must be from an academic faculty, instructor, or teacher's assistant (graduate student instructors) that can attest to your academic performance in a course you have had (or are currently taking) in college and/or high school (only an option for first year college students or recent high school graduates). The other two recommendations can be from anyone else you choose. The letter writers can be community leaders, supervisors, ministers, or individuals from past volunteer experiences. However, they **cannot** be your friend, club member, another student, spouse, or relative, even if they are medical professionals. Each letter must be written within the past six (6) months.

All letters must be written on an official letterhead (i.e. must include the logo or mark of the institution with which the letter writer is associated) and be signed by your letter writer. Letters must be submitted in PDF format. Be sure to review these requirements with your letter writer and give them ample advanced notice.

You will be given three unique links to send out to your letter writers, one for each letter of recommendation. They are found on the letter page of the application website. You are responsible for sending one of these links to each of your letter writers. The link is a regular URL link that the letter writer can just copy and paste into any web browser. The letter writer will then be redirected to the letter submission webpage where he or she will find instructions on what to include in your letter, as well as on how to upload the letter. Letter writers will be sent a confirmation email when he or she has successfully uploaded a letter on your behalf. You will also receive a notification email when a letter has been uploaded to your file.

You can send out these links at anytime. You do not need to complete the application or the short essay questions before you send out the links.

## **3. Curriculum Vitae (CV)**

We ask for current Curriculum Vitae to assess your life experiences and skills. If you need help writing your CV then please check online or at your college career center for formatting and standards. A few good resources to checkout are:

<http://web.mit.edu/career/www/guide/cv.pdf>

<http://iccweb.ucdavis.edu/graduates/pdf/CRN1011AdvancedResumes.pdf>

#### **4. Personal Photograph**

We ask you to include a passport style photograph of yourself with your application. It helps us put a face to the experiences, accomplishments, and personal statements you share with us in your application. The photograph itself does not bear any weight in our decision. In order to make the application set-up more uniform, we ask that you follow the same guidelines set forth by the federal government for taking passport photographs.

Here is a link to these guidelines: [http://www.visahq.com/passport\\_photo.php](http://www.visahq.com/passport_photo.php)

For some examples, please access the following link:

[http://travel.state.gov/visa/visaphotoreq/photoexamples/photoexamples\\_5331.html](http://travel.state.gov/visa/visaphotoreq/photoexamples/photoexamples_5331.html)

#### **Reminders**

- **Do not wait until the last minute to submit the online application and your supporting documents!** Giving yourself plenty of time to thoroughly complete it will assure a timely and excellent submission. Technical problems may occur at the last minute, such as Internet disconnection, computer problems, server crashes, etc., and we cannot plan or accommodate for that.
- **Do not wait until the last minute to ask for a letter of recommendation.** Writing and submitting letters of recommendations takes time and the letter writer may or may not be able to meet the deadline. Sending your letter writers a friendly reminder is also encouraged. Again, ensuring your letters are sent in is your responsibility, not theirs! You will receive an email when a letter is submitted on your behalf. Lastly, remember that each letter submitted must be dated from within the past six (6) months.
- **We expect all information to be accurate, not copied or fabricated.** If at any time we discover inaccuracy or forgery, we will discard your application from further consideration for a spot in the program.

## **Application Review Process**

Successfully completed and submitted applications will undergo a review process for consideration for entry into the program.

### *Class Size*

Approximately 50 students for the Summer 2014 will be accepted into program. However, the accepted number of interns may be increased in the case of an exceptional pool of applicants.

### *Selection Committees*

A selection committee will review all applications deemed complete and select individuals to interview based on the strength of the application, essays, GPA, and supporting documents. The selection committee consists of Pre-Medical Surgical Fellows (program alumni), student coordinators, and the program director. The committee members are implementing the guidelines and requirements set forth by the Chairman of Surgery, Surgical Faculty, and Program Director at UC Davis Health System Department of Surgery. Due to the limited time of the surgery faculty, the candidate selection has been deferred to alumni interns, student coordinators, and the program directors.

This is a competitive program. Therefore, include all relevant details when writing your essays or answering questions in the interview.

### *Interviews*

The interview offers an effective assessment tool for the committee to get to know you aside from the paper application. Each interview committee is dedicated to finding interns who are a right fit for the program, and we strive to gauge important personal attributes that will assure us of your success in this program.

A large number of candidates will be selected for an interview. Individual 30-minute interviews will be conducted with an interview committee, located at the University of California Davis School of Medicine in Sacramento. Each interview committee will consist of three program alumni who now serve as Program Leadership Fellows.

We do NOT grant phone, Skype, video chat, Face Time, or any other form of interviews besides in-person interviews. As such, we ask you to please dress in professional business attire for your interview.

Interviews will be conducted April 24-26, 2015. Interview times will undergo throughout the

day, starting as early as 8 AM and ending as late as 6 PM. If you are invited for an interview, you will be contacted by April 12, 2015 and assigned a 30-minute interview slot by the coordinator. *You must be available for your assigned time slot.* You will not be able to change your interview time. Therefore, we ask that you please make all days (April 24-26, 2014) available for a 30-minute interview.

Make sure you review the information submitted in your application. Typical interview questions consist of open-ended questions related to current healthcare topics, your opinions, goals, accomplishments and experiences, and interests for the future. We may also propose some situational questions to you and ask you to discuss scenarios. There are no correct or incorrect answers to any of our questions.

Our interview questions change every cycle and are chosen the day before the interview. Therefore, we cannot provide you with specific interview questions for practice.

## Technical Guide

The following information is meant to assist in any difficulties encountered with the process of applying.

### *Application System*

The application is executed and submitted completely online. There is no paper version of the application. There is no time limit for the application other than the program application deadline. In order to apply you will need to create an account on the application website, which is free of charge. The online application is divided in 4 sections:

#### **1. Online Questions**

These questions include personal and contact information, academic information (GPA, current/previous institutions, current job(s)/work, awards/achievements, etc.) and short essay questions regarding awards and personal accomplishments. Most importantly are the short open-ended essay questions, which consist of about 10 required questions and one optional question. Each question has a limit of 300 words maximum. Please pay close attention to the questions asked and take your time to answer the questions to the best of your abilities. Remember that there is no time limit to complete these questions when you access them online.

We recommend you compose your answers in a separate word processor program (remember to save often!) and then copy and paste them in your application when you are ready to submit. Your progress is saved automatically after you continue to the next page (e.g. after completing page one of the online application, your answers are saved automatically. To save the information you inputted on page two requires you to press “Next” to continue to page three, etc.).

#### **2. Required Supporting Documents**

You must submit a Curriculum Vitae (CV), an unofficial copy of your transcript(s), and a passport-style photograph of yourself. Unofficial transcripts are required for any college-level institution you have attended, including any graduate coursework. High school transcripts are acceptable for first-year college or recently graduated students, but also include any available college transcripts for courses in progress. Each document must be submitted electronically through the appropriate page on the application system.

The CV and Transcript must be in PDF format ONLY and must not exceed 3 MB in size. When submitting your required supporting documents, please make sure to use the

following naming convention:

LastName\_FirstName\_DocumentTitle.pdf

where document title is your CV, picture, or transcript.

Example: Doe\_John\_CV or Smith\_Angela\_Transcript

### **3. *Passport-Style Photograph***

Your photograph must be in .jpeg format, and follow the guidelines set forth by the federal government for passport photographs (see the links above in Section for “Important Application Information: Personal Photograph”).

The appropriate naming format to save your picture is:

LastName\_FirstName\_Pic.jpeg

### **4. *Letters of Recommendation Writers’ Contact Information***

In this section you will be asked to enter your letter writers’ contact information. This includes name, title, e-mail, phone, organization, and relationship to you. You must include this information for at least two references before you are able to submit a request. The third reference is optional. For Letter of Recommendation details, please see the section above and below regarding the specifications listed.

### ***Letters of Recommendation***

As stated earlier in the application packet, this program requires a minimum of two recent letters of recommendation with a third and highly recommended optional letter. One of the letter writers must be from an academic faculty, instructor, or teacher’s assistant (graduate student instructors) that can attest to your academic performance in a course you have had (or are currently taking) in college and/or high school (only an option for first year college students or recent high school graduates). The other two recommendations can be from anyone else you choose. Each letter must be dated from within the past six (6) months.

After you fill-in the necessary information for each of your letter writers, you will be provided with two or three unique URLs. You will then email one of these links to each of your letter writers. Make sure you assign only one URL to each letter writer and do not send the same URL to multiple writers, as they would override each other and prevent proper submission of a letter on your behalf.

Your letter writers can copy and paste their unique URL into any web browser. Once they have done this, they will be redirected to a page that outlines what we would like to be included in letter as well as instructions on how to upload their letter. The letters must be submitted in PDF format. The deadline for the letters of recommendation is the same as the application. Please let your letter writers know well ahead of time about writing you a letter of recommendation.

We do not accept letters from AAMC, Interfolio, Pre-Health Advising Offices, or any other letter delivery service. The URL links are the only accepted method of letter submissions.

Below is the letter that is sent to the letter writers. We hope this assists you in selecting a letter writer to best support you in your application:

**UC Davis Department of Surgery Pre-Medical Surgical Internship Program Letter of Recommendation Submission**

Dear Evaluator,

Thank you for agreeing to write a letter of recommendation for [Your Name].

**Please include the following information in your letter:**

- How do you know and how well do you know the applicant?
- How long have you known the applicant?

**Please comment on the following applicant's characteristics in your letter. Provide examples when possible:**

- Primary strengths and weaknesses
- Intellectual abilities and breadth of interest
- Academic performance and potential
- Maturity, reliability, and punctuality
- Confidence, motivation and initiative
- Empathy and concern for others
- Communication skills, both written and oral
- Ability to follow instructions and directions
- Time management and leadership skills
- Appearance and attire

**Please address the following questions about the applicant in your letter:**

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

Please submit the letter of recommendation on a letterhead (either personal or that of your institution), as well as with the current date. We accept letters in PDF format only. Please submit your letter of recommendation by March 31, 2015 at 11:59 PM PST. Thank you for taking the time to provide this letter for the applicant. Your insight and ability to assess this applicant is greatly appreciated.

Sincerely,  
Selection Committee Members, UC Davis Department of Surgery

If you have any questions, please e-mail us at [support@premedsurgery.org](mailto:support@premedsurgery.org)

*Other Important Topics*

There are many ways to produce a PDF file format. It can be done directly with your word processing program, online, or with a third party converter. Here is an article that you may find helpful in converting files to PDF format:

Guide Convert To PDF: <http://bit.ly/guidetopdf>

If you own Microsoft Office 2007 or newer then you can download a free plugin from Microsoft to save your files as a PDF. It can be found here: <http://bit.ly/aMSdvB>

### *Submitting the Application*

The application is auto submitted on the deadline. There is NO submit button, so you can work on the application until the deadline, but once the deadline is passed, your application will be submitted to us, regardless of completion or not.

We do not have access to your application until after the deadline, so please do not email us asking to change or update things. We will also not make or permit any changes to your application after the deadline. Once submitted, your application will be evaluated by the Admission Committee as the way it was submitted, again regardless of completion or not.

If you have questions or encounter any technical difficulties regarding the online application system then please email [support@premedsurgery.org](mailto:support@premedsurgery.org).



## Former Intern Profiles and Experiences

Our previous interns have had various backgrounds and academic levels of achievement. The age range is 17- 48 years; GPA range is from 2.7 to 4.0. The intern cohorts consisted of college freshman, sophomore, juniors, seniors, post-baccalaureates, graduate students, and current medical school applicants. Seventy percent of interns have been females who represented 22 different institutions from California to Florida. Some interns have commuted as far as Berkeley, Fresno, and Reno, NV to be part of this program. Some interns relocated to Sacramento for the duration of the program. Seventy one percent of interns have jobs and were involved in their community and scholarly work. Ninety one percent of the previous interns who have finished the program and have applied to medical school have been accepted.

### *Intern Quotes*

"I commuted ~230 miles per shift as a Pre-medical Surgical Intern, the experience was worth every mile." --James Wang

"Prior to this experience I really had no idea what was required of a doctor after med school. This internship has given me insight into the day-to-day excitement and challenges that a surgeon faces. I have seen some incredible things and now I know that I have a lot to look forward to! " --Charlene Pfanner

"The first time I was in the operating room and changed into scrubs I felt like I was part of the surgical team. I could imagine myself with a scalpel. Just being in the operating room gave me the most exhilarating feeling." --Alexandra Monroy

"This experience alone was enough to solidify my dreams of becoming a physician. It has my highest recommendation!" --Brianna Slatnick

"Being a part of the Pre-Med Surgery Internship program at UCD Med Center was an enriching experience. I learned so much about the practice of medicine and am even more excited about my future in medicine!" --Courtney Frost

"I spent a year volunteering in a hospital ER and maybe spoke to one physician for a total of 10 minutes. As a pre-med surgical intern, in my first 10 minutes, I met and spoke to 15 physicians."  
-- Matt Paranal

"There is simply no equal substitute for the level of access, exposure, and perspective gained from the Pre-Medical Surgical Program." --James Wang

"All the physicians treat you like you are part of their team. We get to go everywhere, see everything, and learn a great deal." --Anonymous

"I am amazed at the time and efforts the surgeons take to explain procedures and what is going on. They also genuinely care about my future success. This is truly a life changing experience." – Anonymous

"The application, interview, and selection process was long and hard, but in my first 5 minutes at the hospital made it seem like nothing. I would go through it 100 times more to just experience what I have experienced." --Anonymous

"This is the single most important thing I have done in my entire pre-med journey." --Sol Morales

"This was by far the best hospital experience I've had to date. I'm excited to have it on my application!" –anonymous

## Frequently Asked Questions

### **The Application Process**

#### ***How can I apply?***

The application is posted online at [www.premedsurgery.org/application/](http://www.premedsurgery.org/application/). You can only access it online. Status updates for materials received and the application can be found on the home screen page. After the deadline has passed, your application will be submitted, regardless of completion or not. The Admissions Committee will execute a preliminary check and notify you via email of your application status (complete or incomplete).

#### ***Will my application be reviewed earlier if I submit prior to the deadline?***

No, we do not have a rolling admissions process. Applications are evaluated only after the submission deadline and will not be reviewed by the selection committee prior to the application deadline.

#### ***How many spots are available?***

We are looking for 45-50 students. In the case of an exceptional pool of applicants, we may expand the program to allow more students admission.

#### ***What are my odds of getting in?***

We are not sure. This is dependent upon the competition of applicants and the simple volume of applications we receive. Therefore, the only way to gauge your odds is by applying and going through the process for comparison against your peers.

#### ***Do you accept out of state, non-Californian students/residents?***

Yes, we do. We have had students from as far as Florida participate in this program, after relocating, of course. We have also had students who drive from the bay area, central California, and Reno to participate in the program. Being an out of state applicant does not affect your chances of successful entry into the program.

#### ***Do you accept international/foreign pre-medical students?***

Yes. As long the applicant can provide the necessary and sufficient paperwork for Volunteer Services health clearance and criminal background check then we can accept him/her. We CANNOT accept current foreign medical students or graduating medical students as this program caters towards the pre-medical student and must not interfere with the ACGME requirements and policies.

***What if my cumulative GPA is below a 2.7?***

We have set the cumulative GPA minimum requirement at a 2.7 to discourage the notion that we only accept applicants with a “high” GPA. We cannot accept applicants who do not meet this minimum requirement, similarly to not accepting applicants who do not answer all essay questions. We encourage applicants with below a 2.7 GPA to reapply when the minimum requirement is met.

***What if I haven't taken any of the pre-requisite courses for medical school? Does this affect my chances of acceptance?***

Absolutely not! We know every pre-medical student is not on the same trajectory as another towards a career in medicine. Completion of the pre-requisites for medical school can only help you during the program in regards to Surgery Academy and some of the academic content, but by no means is this considered an eliminating factor in acceptances. We execute a holistic review of every application; metrics as well as life experiences and attitude are gauged in every aspect of the application packet (GPA, course workload, extra curricular activities, letters of recommendation, etc.). We encourage any and all pre-meds who meet the minimum requirements to apply!

***Why is there an application process?***

We feel that we have to screen applicants for commitment and liability in being in this program. The application process is truly daunting (we know!), but seeing it through to the end can only attest to your diligence and reliability, qualities for which we are looking in prospective candidates.

***Why is there an application fee?***

The application fee covers the online application system, copies, applicant materials, and tools used for workshops during the program. One hundred percent of the application fee goes back to the program. This program does not receive any outside funding.

***Can I get an application fee refund if I decide to withdraw my application/am not accepted?***

Unfortunately, we cannot provide any refunds.

***Where is my application fee number, the one that is required in my written application?***

The confirmation number is the last eight digits of the barcode number on the bottom right hand corner of the ticket given by EventBrite, after you pay the application fee.

***Should I be intimidated by the interview?***

No! The interviewers want you to be there and want to help you succeed. Again, the interview is your chance to further impress your interviewers for acceptance into the program!

***Can I schedule my own interview?***

While we strive to accommodate requests, we do not allow selected applicants to schedule interview times and dates. We will assign a 30-minute traditional in-person interview for those applicants who are invited. Please try to keep the given interviewing dates available.

***Why is the selection process so long and difficult?***

This is a very unique program and our task is to accept the most qualified and committed applicants; therefore, we set up this system in order to best accomplish that goal. If you are planning to enter medicine, we have tried to replicate the same application process—on a much smaller scale—for medical school and residency programs. Many students who were not accepted felt that applying by itself was a great learning experience.

***Why do I need to submit documentation for medical clearance and a criminal background check?***

We operate through Volunteer Services as a part of the UC Davis Health Systems and are required to abide by the rules and policies set forth by the institution. The medical clearance and criminal background check are conducted by Volunteer Services and are mandatory for acceptance into the program to ensure patient safety. Only applicants who are accepted will need to undergo both of these processes for program participation.

***What if I don't have a SSN? Can I still apply?***

A Social Security Number (SSN) is required by the UC Davis Health Systems Volunteer Services to conduct the criminal background check, which is mandatory for all accepted applicants to ensure hospital staff and patient safety. If you do not have a SSN, this may disqualify you but we advise to speak personally with our administrative staff at [info@premedsurgery.org](mailto:info@premedsurgery.org).

**Program Basics*****Do I have to be a student at UC Davis to do this?***

Absolutely NOT! The program is open to all pre-medical students who can demonstrate they fulfill the minimum requirements as outlined.

***I am under 17, what do I do?***

Exceptions can be made for competitive and mature applicants who are not yet 17 years of age. Participation in the program will also require parent or guardian signatures.

***I have graduated/am not in school/a post-baccalaureate student, or...?***

A pre-medical student is considered anyone who is applying, in the process, or even just

contemplating entering the medical field as a career. If this is you, we want you to participate in the program so you can gauge if medicine is right for you! This program will expose you to medicine so that you should be able to decide if medicine is right for you. We are confident that this program will motivate and help you in your future decisions.

***Is there housing provided in the duration of the program?***

Unfortunately, we do not provide housing for the program. We suggest students look at housing postings at UC Davis and Sacramento State University (or any local communities to the UC Davis Hospital). Craigslist and even other accepted interns have also been helpful for students in the program who may be relocating and seeking local housing or roommates.

***Are any stipends given to interns who have to commute long distances for the program, or for interns moving to the Sacramento area for the program?***

No. Our program receives no outside funding and is unable to subsidize such expenses.

***Is this a paid program or do interns get any sort of compensation for participation?***

Similar to the answer above, there is no outside funding for our program and we are unable to subsidize such expenses. This is solely a volunteering, unpaid program for both the interns and the coordinators.

***Is there some sort of fee waiver for which I can apply?***

Unfortunately, we cannot provide any waivers for any applicants for any fees.

***What is the total amount spent for one intern during one cycle?***

This is a difficult question to answer with a precise number as each applicant's lifestyles and resources vary (e.g. wardrobe for the mandatory dress code, gas fees, book rentals/lending from a friend or library, etc.). There is no one answer to this question because it really does depend upon each individual's own situation. Common costs of the program usually include: gas, if you're driving to the hospital and medical school for workshops and shifts; lunch/breakfast on shifts, if you choose to eat in the cafeteria; assigned books, if you are unable to borrow them from a friend or library; and a parking permit, again if you decide to drive. Again, this is just a short version of the variations of cost. Each individual will have to assess personal resources to estimate costs.

***I work full/part-time. Can I still work during the program?***

Yes, you can. Again, many of the students in the program work and have families, and are still able to manage their time. In order to fully benefit from the program, strong time management skills are essential.

***Is it possible for me to commute to Sacramento and still complete this program?***

Absolutely. We have had numerous applicants who live outside of the Sacramento area participate. Although it may require a slightly greater individual time commitment and better time management due to commuting time, it is entirely possible to complete this program as a commuter.

***I am going to be too busy in the coming months to apply to the next session of the program so will there be other opportunities for me to participate?***

Yes! We offer Spring, Summer, and Fall programs each year, so if you are unable to apply to an upcoming cycle due to time constraints or other factors then you are more than welcome to apply in the future at a time when your schedule better permits full participation in this internship program. The “Spring” cycle typically ranges from January to May, “Summer” cycle from May to September, and “Fall” cycle August to December. Summer is a special cycle where we offer two different “tracks” from which to choose for currently enrolled full-time students, specifically designed to cater to students who attend a quarter-based or semester-based school system. This way, if your school ends in June and begins in September (quarter system) then you can still make it for the summer (and if your school year ends in May but begins in August, same applies).

***Are there any outreach workshops that I can attend for more information?***

Yes, please check our website for upcoming outreach workshop information details, or sign up for our listerv to be notified. You can also follow us on Twitter @premedsurg or on Facebook (UC Davis Dept of Surgery Pre-Medical Surgical Internship Mentorship). Most workshops are local to the Sacramento, Davis, and bay area locations in California and are led by our Outreach Coordinators. No RSVP needed to attend. Topics include general program information, how to make a CV, and how to prepare for the interview. Unfortunately, we do not offer recordings or live streaming of any outreach workshops but our website [www.premedsurgery.org](http://www.premedsurgery.org) offers many resources for any questions you may have.

**Program Details**

***Why are there evaluations after every shift?***

The evaluations allow us to gauge the current climate of the hospital via your personal experiences and help improve the program. Answers to the hospital shift reports and evaluations do not affect your scores in the program whereas completion of said items is all we’re looking for! So if you have a bad shift and don’t receive glowing remarks for one reason or another, we don’t count any of this against you but would rather know why and how we can possibly help prevent this for your future shifts.

***Why is there a final presentation?***

Since this is an educational institution and we have to gauge your learning, we found this would be the best way to do so in lieu of a written exam. In addition, this is good practice for a medical career and public speaking, as you will be presenting to your peers and the coordinators. This is a mandatory academic assignment and is required for successful completion of the program.

***How much time should I expect to devote to the academic portion of the program?***

The academic component of the program is not to be taken lightly. Interns are expected to complete essays and quizzes for four medically-related books, write responses to 15 medically-related journal articles, successfully complete workshop and Surgery Academy quizzes with at least an 80% or better score, and complete the Final Presentation at the end of the program. The syllabus outlines due dates (which spaces each of these assignments throughout the program duration), but time management is essential in successfully completing the academic assignments.

***Can I get academic credit at my institution for this program?***

Yes. Upon acceptance, our Academic Coordinators may further assist you in this endeavor of obtaining Pass/No Pass credit at your academic institution. Please refer to the academic section of this packet for more information.

***How do I choose my schedule?***

We use a web-based program to schedule hospital shifts. E-mails will be sent to notify you when to access this program online and select your schedule. It is first come, first served, so having your personal calendar ready is critical in successfully choosing shifts to your needs and availability. We allow you to choose your own schedule at least a month in advance.

***Can I do more than the minimum requirement for hospital shifts?***

By all means, yes! We only ask to fulfill the minimum and any extra days are to your discretion. All additional shifts must still be attended, regardless of meeting the minimum requirements.

***I'm not set on pursuing a surgical career; should I still apply?***

Even if you have no desire to be a surgeon, we think the experience of a hospital setting and interacting with physician may still offer a lot of insight into what a career in medicine entails.

***If I am accepted but cannot attend all dates or decide it is not a good time for me, can I defer?***

Unfortunately, our program has limited spots for each cycle and it would be unfair to allow you to simply defer to the next cycle. Our short essay questions also change each cycle, and thus



one cycle's application cannot be relatively compared to the next in this sense. Therefore, we do not permit deferments. You can apply again through the regular process and state in your application that you have applied before and have been accepted but could not join us in that particular cycle. If your application was strong in one cycle then it may be considered even stronger in the next!

***If I am not accepted and reapply, is being a re-applicant considered a disadvantage?***

No. Re-applicants are considered to have neither an advantage nor disadvantage for acceptance into the program. To ensure fairness, re-applicants are assigned to new admission committee members for a "fresh look" without previous comparison to past applications.

***Still Have Questions?***

If you have any further questions that were not answered by this application packet, then please email [info@premedsurgery.org](mailto:info@premedsurgery.org).

**Thank you again and good luck!**