

## **Collecting Evaluations from XU Faculty for a Summer Enrichment or Research Program**

**To be completed by Freshmen and turned in before leaving the workshop in the fall.**

1. How many evaluations (i.e. recommendations) does a student usually need for a summer enrichment or research program?
2. The Summer Medical and Dental Education Program (SMDEP) requires evaluations from how many teachers? What academic departments should these teachers belong to?
3. Who is responsible for asking faculty to write an evaluation for a student?
4. What should a student consider when deciding which faculty to ask to write an evaluation?
5. What should a student do if a faculty member doesn't act like he/she wants to write an evaluation?
6. How much advance time do you need to give faculty whom you ask to write an evaluation?
7. When do XUs Premed Advisers recommend that you 1) ask faculty if they would write evaluations on your behalf AND 2) give good, revised copies of your personal statement and post-secondary experiences form to faculty who agreed to write evaluations on your behalf?

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

(OVER)

8. Which faculty members are automatically required to write evaluations?
  
9. All students have the legal right to see recommendations on file unless they sign a waiver giving up this right. We advise all premeds to sign the waiver. List two reasons why we make this recommendation.
  - a.
  
  - b.
  
10. List the FOUR steps you would use to have an XU faculty member write a letter of evaluation on your behalf to be filed in the Premed Office.
  - a.
  
  - b.
  
  - c.
  
  - d.
  
11. What should a faculty member do with the letter of evaluation that he/she wrote on your behalf?
  
  
12. Why does the PM Office at XU recommend that faculty who agree to write evaluations do so on their Department Letterhead\* as opposed to completing a school or program's SPECIFIC evaluation form (i.e. the form included with the application)?

\*NOTE: If you are **applying only to SMDEP**, you may submit the SMDEP-specific "SMDEP Recommendation Form 2010" to faculty members who agree to write your evaluations instead of having them write a letter on department letterhead.