

SENDING Evaluations to a Summer Program

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

*****Questions 1-5: REVIEW*****

1. How many evaluations 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 (and from what departments)?

3. What should a student consider when deciding which faculty to ask to write an evaluation?
(See copy of ACTUAL medical school evaluation for perspective on this response)

4. What **THREE** items should a student give to each faculty member who agrees to write a letter of evaluation on his/her behalf?
 - 1)

 - 2)

 - 3)

5. If a student is **ONLY** applying to SMDEP, what item, **IN ADDITION TO THE THREE ITEMS LISTED IN #4**, should he/she submit to faculty members who have agreed to write letters of evaluation?

6. What is the name of the form that should be used if a student is interested in having his/her evaluations, which are on file in the PM Office, sent to a school or program?

Signature _____ Date _____

Print Name _____

(OVER)

Please refer to the instructions on the “Send Evaluation Form” to answer the following questions.

7. Who is responsible for completing the “Send Evaluation Form”?

8. Will evaluations that are NOT on file in the PM Office be sent to a school or program by PM Office personnel?

9. If a school or program has a “cover” form that must be attached to the evaluation, what should the student do?

10. If your teacher wrote a summer program letter on department letterhead instead of using the SMDEP Recommendation Form, what other form must you submit to the PM Office with the “Send Evaluation Form” in order to have your evaluation forwarded to SMDEP?

11. According to the “Send Evaluation Form”, what are the four (4) steps that should be followed when requesting that evaluations be sent from the PM Office for **students currently enrolled at XU?**

1)

2)

3)

4)

12. List the four (4) methods used by the PM Office to transmit letters of evaluation to schools or programs (refer to the “Send Evaluation Form” Request Form).

1)

3)

2)

4)