**Observership Application Checklist**

<table>
<thead>
<tr>
<th>Dates:</th>
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<tbody>
<tr>
<td>Observer Name:</td>
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<tr>
<td>Sponsoring Department:</td>
</tr>
<tr>
<td>Dept. Contact, Office Number &amp; Email:</td>
</tr>
<tr>
<td>Dept. Sponsor:</td>
</tr>
<tr>
<td>HR Partner (optional):</td>
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* This Observership Program is **strictly** for US Citizens and/or Permanent Residents. Please Keep in Mind, that we do not have a matching program. Observership opportunities are within departments. If you wish to Observe, you must have a sponsor willing to have you participate.

**Required for ALL Observers:**
The first 2 Items are provided by the sponsoring department.

- [ ] Observership Checklist – top box must be completed.
- [ ] Invitation Letter – must have required departmental signatures before submission for final signature of Sr. Associate Dean of Faculty Affairs
- [ ] Courtesy Form – must have departmental signature
- [ ] Agreement and Release Form
- [ ] Parental Release Form *(if Observer is of the ages 15-17)*
- [ ] Resume/Curriculum Vitae *(must be current)*
- [ ] HIPAA Acknowledgement Form [http://facultyaffairs.med.miami.edu/documents/HIPPA_Form.pdf](http://facultyaffairs.med.miami.edu/documents/HIPPA_Form.pdf)
- [ ] Proof of Age
- [ ] Proof of Citizen
- [ ] UM Student Badge – Only for participating UM Students. UM Students that are being paid as an employee or by stipend, **DO NOT** qualify for the Observership program

All forms are available as word documents in the following link - [http://facultyaffairs.med.miami.edu/department-resources/volunteer-and-observer-forms](http://facultyaffairs.med.miami.edu/department-resources/volunteer-and-observer-forms)

Once the packet is complete, you can submit it electronically via email or drop off the application at our office:

**ATTN:** Gloria Alvarez  
Miller School of Medicine, University of Miami  
Faculty Affairs | 1600 NW 10 Ave (D2-6)  
RMSB Suite 1124 | Miami, FL 33136  
Tel: 305-243-6551  
Fax: 305-243-5574  
[Gca19@med.miami.edu](mailto:Gca19@med.miami.edu)

**Complete Applications can take up to (2) weeks for final approval and processing, please plan dates accordingly.**

Office of Faculty Affairs, Medical Campus