

## GENERAL TOUR PROCEDURES

Provide a general introduction to the entire group and if necessary, break into small groups. Encourage prospective students to introduce themselves, by name, hometown and academic area of interest and to ask LOTS of questions. Make sure your tour is no longer than the desired time and keep in mind an interviewee may be scheduled to interview as early as 1:30 p.m. Returning tour guide volunteers can be an excellent mentor for a first time volunteer, e.g., current M3 and M4.

Typically, the GEB tour will begin in the lobby of the GEB at 11:15 a.m. and end in the Medicine Admissions Conference Room. The clinical tour will begin at 12:30 p.m. and end in the Medicine Admissions Conference Room. We would prefer that you personalize the process and portray the medical school and the Memphis community in an honest and positive way.

Please feel free to provide the interviewees with your contact information and ask if there are additional questions. However, never fabricate an answer and refer ALL admissions inquiries to the COM Admissions staff. Don't be afraid to let the interviewees know you will find someone to help them with any questions that are not answered when the tour has concluded.

Take a few minutes, if possible, to plan how the tour will run. It is your goal as a tour guide to show prospective students what The UT Health Science Center College of Medicine has to offer. **Your appearance should be professional.** Remember to wear comfortable walking shoes and your identification name badge. You will be e-mailed a reminder when you will be scheduled to conduct the tour.

## INTERVIEW DATES

**October** 1,2,3,8,9,10,15,16,17,22,23,24,29,30,31

**November** 5,6,7,12,13,14,19,20,26,27,28

**December** 3,4,5,10,11,12

**January** 7,8,9,14,15,16,22,23,28,29,30

**February** 4,5,6,11,12,13,18,19,20,25,26,27

**March** 4,5,6,11,12,13

**April** 1,2,3,8,9,10,15,16,17,22,23,24 (TENTATIVE)

### FOR QUESTIONS OR CONCERNS CONTACT:

Diane Harris  
Admissions Coordinator  
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901.448.5559

### COLLEGE OF MEDICINE ADMISSIONS OFFICE

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COLLEGE OF MEDICINE

## TOUR GUIDE PROGRAM



WE WOULD LOVE TO HAVE YOU  
ON BOARD TO VOLUNTEER AS A  
TOUR GUIDE

## October - April

## TOUR GUIDE PROGRAM

The Tour Guide Program is one of the most important volunteer activities you can participate in to assist the Admissions Office in the recruitment of future medical students. Each year over 500 prospective medical students will visit The UT Health Science Center campus to interview. The College of Medicine Tour Guide Program strives to provide prospective students accurate information and a “feel” for the College using a personal and friendly approach.

## CAMPUS TOURS

Within the Tour Guide Program, there are two (2) types of tours: (1) tour of the educational facilities by M2's and (2) tour of the clinical facilities by M3's and M4's. M2 volunteers are expected to provide a guided 45-minute tour of the GEB, pointing out SASSI, the lecture halls, mailboxes, bulletin boards, lockers, the library, independent study areas, Gross Anatomy lab, Clinical Skills Center, as well as, convey a general sense of an average day of a medical student. (see GEB tour guide map located on the Tour Guide Web site)

The M3 and M4 volunteers are expected to provide a guided 45-minute tour pointing out the Bookstore, SAC, Fitness Center, The Med, Le Bonheur and the Physician's Office Building, the VA and the Health Department. (see clinical tour guide map located on the Tour Guide Web site)

## FACTS

- A vital element in attracting students to the UT
- You can pick and choose which day(s) of the month(s) is best for your schedule
- An opportunity to make a positive impact on the campus and the Memphis community
- Kick-off meeting to be held in September
- The campus tour has the most impact on a prospective student's visit

## BENEFITS

- Free lunch each time you sign-up
- A fun way to give back to UT
- Meet future colleagues
- Share the value of your education
- Represent your class
- A great way to get involved in campus life
- Share your UT knowledge and enthusiasm

## WHAT IS A TYPICAL TOUR GUIDE SCHEDULE?

You can pick and choose which day(s) of the month(s) is best for your schedule. The College of Medicine will interview applicants on Mondays, Tuesdays and Wednesdays, beginning **Monday, October 2** and ending around the end of April. The schedule will typically indicate the names of two M2 students, one M3 and M4 student. Depending on the number of applicants interviewing, more or less volunteers will be needed. The schedule will be e-mailed one to two weeks in advance. If you are unable to conduct your scheduled tour, it is your responsibility to find a replacement by asking a fellow student. Once you have found a replacement, e-mail or text Diane Harris, admissions coordinator, with any changes.

## HERE'S HOW TO SIGN-UP

- (1) If you think you would like to become a College of Medicine Tour Guide, e-mail Diane Harris, admissions coordinator, at **diharris@uthsc.edu** with your name, e-mail address (you currently check) along with your cell phone number for texting and/or calling.
- (2) Tour Guide materials will be located in a secure file transfer folder, i.e., **Xythos** to allow you to view or download this information from the Medicine Admissions Tour Guide Web site at:

[uthsc.edu/Medicine/Admissions/index.php?doc=TOUR\\_GUIDE.htm](http://uthsc.edu/Medicine/Admissions/index.php?doc=TOUR_GUIDE.htm)

**All College of Medicine Tour Guides are expected to lead a minimum of three tours each cycle, but many will do more.**