

Worksheet for Premeds at Xavier University of Louisiana

Post-Secondary Experiences Workshop

This worksheet is to be completed by freshmen and turned in before leaving the "Post-Secondary Experiences Workshop" in the fall semester. It is available on the Premed website at www.xula.edu/premed. (Updated 7/30/09)

Please use the Post-Secondary Experiences "Instruction Page" (i.e. 1st page of blank Post-Secondary Experiences Form) to answer the following questions.

1) What is the purpose of the Post-Secondary Experiences (PSE) Form?

NOTE: The PSE Form is NOT the same as a traditional résumé or curriculum vitae; instead, the PSE Form is used internally by XU Premeds in preparation for completing medical, dental, etc. school applications and collecting letters of evaluation from XU faculty.

2) What net-based application are the activities included on the Post-Secondary Experiences Form derived from?

3) Should activities from high school be included on the Post-Secondary Experiences Form?

4) List the fifteen (15) activity types included on the Post-Secondary Experiences Form.

1.	10.
2.	11.
3.	12.
4.	13.
5.	14.
6.	15.
7.	
8.	
9.	

Signature _____ Date _____

Printed Name _____

(OVER)

5) How often should your POST-SECONDARY EXPERIENCES FORM be updated and submitted to the Premed Office to be checked?

6) “I attended the Summer Medical and Dental Education Program (SMDEP) at Columbia University Medical School during the summer of 2008 and conducted research at Emory University School of Medicine during the summer of 2009. There is only one (1) table for this type of activity. How do I generate another table so that BOTH of these summer experiences appear on my PSE Form?”

7) What should you do with tables that you don't use on your Post-Secondary Experiences Form?

NOTE: Always keep a BLANK copy of the PSE Form on-hand so that if you need to add “missing” experience tables to your completed PSE Form (i.e. the tables that you may have deleted previously), you can just copy and paste as needed from the blank form.

8) Each table contains a field that you should use to enter a detailed description of your experiences. According to the instructions, what is the character limit for this field?

9) At the top of the POST-SECONDARY EXPERIENCES FORM "Instruction Page", there is a HEADER containing important identifying information.

List the four (4) items you are asked to INSERT into the header.

- 1.
- 2.
- 3.
- 4.

Due within one week:

1. Download the blank "Post-Secondary Experiences Form" available on the Premed website (<http://www.xula.edu/premed/PMInfo/a.FRMeetings/a.BHCWorkshops/a.IndexBHCWorkshops.htm>). It is in MS Word.
2. Complete it using the instructions provided (you may use the “Sample POST-SECONDARY EXPERIENCES FORM” as reference but do NOT copy the descriptions and contact info from the sample as this info may not be accurate AND your experiences should be IN YOUR OWN WORDS.
3. Save it onto a flash drive or hard drive so you can update it as needed.
4. Send a copy to "xupremed@yahoo.com" as an e-mail attachment; you might Cc yourself just as a backup. We will read your POST-SECONDARY EXPERIENCES FORM, make comments, and e-mail you when we have finished. You should pick up the copy on which we made comments from the expanded file folder in the Premed Office so you can improve the saved version you have kept for future use.