

# 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](http://www.xula.edu/premed) . (updated 7/27/11)

**Please use the Post-Secondary Experiences “Instruction Page” (i.e. 1<sup>st</sup> page of the 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 sixteen (16) activity types included on the Post-Secondary Experiences Form.

1.	9.
2.	10.
3.	11.
4.	12.
5.	13.
6.	14.
7.	15.
8.	16.

5) Which of the categories listed in #4 should be used to describe participation in the Biomedical Honor Corps (i.e. Freshman Premed Meetings)?

6) The COMMUNITY SERVICE/VOLUNTEER category can be used for both “not medical/clinical” or “medical/clinical” experiences. Why is it important for XU premeds to get exposure in a medical/clinical environment BEFORE applying to medical, dental, etc. school?

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

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

Printed Name \_\_\_\_\_

**(OVER)**

8) “I attended the Summer Medical and Dental Education Program (SMDEP) at Columbia University Medical School during the summer of 2010 and conducted research at Emory University School of Medicine during the summer of 2011. 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?”

9) What should you do with tables\* that you don’t use on your Post-Secondary Experiences Form?

**\*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.**

10) “I have a total of three (3) separate “Paid Employment” experiences to enter on my PSE form. What order should I list them in after I duplicate the necessary tables?”

11) 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?

12) 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.

13) According to page 12 of the AAMC’s *Medical School Admission Requirements 2012-2013*, how might an admissions committee view the “length of time” that you participate in a post-secondary experience?

**\*\*\*PLEASE make sure that you provide a PROFESSIONAL email address and a phone number that you will answer in a professional manner (and whose voice greeting is APPROPRIATE)\*\*\***

### **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. Rename the document “PSELastNameFirstName.doc” (e.g. if your name is James Doe, you should name your document PSEDoJames.doc)
4. Save it onto a flash drive or hard drive so you can update it as needed.
5. 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.