

FAQ's for Nonacademic Experience Worksheet

- **How far back can we start recording experiences?**
 - Be sure to start with high school activities beginning with your ninth grade year of school.
- **Can work done for non-profit organizations be counted as volunteer work if I was paid?**
 - No, only service completed without compensation or academic credit will be recorded as volunteer work.
- **Am I able to record an experience if it applies to two separate sections?**
 - Yes. Examples: varsity athletes often do fundraisers, hospital visits, coaching; preprofessional organizations offer extracurricular activities in areas like leadership, team collaboration and public speaking and also a variety of volunteer community service opportunities. Be sure to split up your hours
- **Can I submit my resume in place of this form?**
 - No, a resume will not be accepted.
- **How much information should I record from high school?**
 - Please record all applicable experiences. Be cautious not to under- represent yourself. Include awards, work experiences, volunteer activities, etc. Remember one experience could fit into two categories. For example, if you are a Student Council member or a varsity athlete, that may count as extracurricular and volunteer depending on the community activities with which you were involved.
 - If you are listing something in two places make sure you are dividing up the hours appropriately to reflect the time spent volunteering versus participating in meetings.

Name

E-mail address

**Michigan State University College of Osteopathic Medicine
Record of Nonacademic Experiences**

Please list and describe your experiences in the following categories. **Be sure to include any high school activities.** Attach additional pages if necessary. You may construct your responses on separate sheets following the format given. Attach your responses to the original form; include your name and e-mail address at the top of each page. **A resume will not be accepted in place of the form.** If any section below does not apply to you, please check the “not applicable” (N/A) box.

1. PAID WORK EXPERIENCES ☐ **N/A**

<u>Position/Organization</u>	<u>Beginning Date</u>	<u>Ending Date</u>	<u>Combined Total Hours</u>	<u>Duties/Responsibilities</u>
EXAMPLE: 1. Sparty's Café	June 2006	Sept. 2006	249	Customer Service

High School Years:

College Years to Present:

2. VOLUNTEER EXPERIENCE

□ N/A

Volunteer work is anything you have done for which you haven't been paid from which an individual, group or organization benefited. Record experiences chronologically beginning with your high school years. Remember to include activities initiated through your workplace, a professional club or organization, an athletic team, an armed services unit or a religious institution. (Note: Shadowing experience should be listed under #3 – Extracurricular activities.)

<u>Position/Organization</u>	<u>Beginning Date</u>	<u>Ending Date</u>	<u>Combined Total Hours</u>	<u>Duties/Responsibilities</u>
Examples: (we are unable to process your application unless you follow this format <u>exactly</u>, providing the <u>total cumulative</u> number of hours (per week/month is <u>not</u> accepted).				
1. Sparty University	Sept. 1999	May 2000	70 hours	Biology tutor for freshman biology course

High School Years:

College Years to Present:

3. EXTRACURRICULAR ACTIVITIES ☐ N/A

(Sports, shadowing, clubs, offices held, professional and/or service organizations, etc.)

<u>Position/Organization</u>	<u>Beginning Date</u>	<u>Ending Date</u>	<u>Combined Total Hours</u>	<u>Duties/Responsibilities</u>
Example: 1. Sparty Fan Club	Sept. 2005	May 2006	30 hours	Meetings, Cheering Section

High School Years:

College Years to Present:

4. ACADEMIC ACTIVITIES/AWARDS ☐ N/A

Please describe any scholarships, fellowships, and/or awards you have received. Also describe research activities such as grant-funded projects, publications, or poster presentations. Give dates, college or university, and sponsoring agency, if applicable.
