

PREPs presents

Pre-Professional Activity Log

**** Attention ****

Please **download** this Activity Log onto your computer **before** filling it out. Once on your computer, you can save your text by going to **File > Save As**. Update your log periodically and after each semester.

SciencePREPs.iupui.edu

Introduction

Applying to professional schools requires careful planning and excellence- both in your academics and in your extracurricular activities.

Professional development is the process by which you acquire the skills and characteristics necessary to be a successful student, applicant, and career professional. The goal of professional development is to consistently demonstrate the traits of a professional.

A thorough professional development program has many components including:

- Job Shadowing
- Volunteer Work
- Leadership Activities
- Research and Internships
- Hobbies
- Student Clubs and Organizations

Initiating a professional development program early allows you to gradually but steadily cultivate these characteristics and experiences over time, so when you are ready to apply to a professional school you will have all the necessary information needed for the application all in one place.

This log is designed to provide a place to collect all your professional development activities.

If you have any questions or would like to schedule an advising appointment, please contact Pre-Professional & Career Preparation for Science Students (otherwise known as PREPs):

850 West Michigan Street
University Tower Suite 200
Indianapolis, IN 46202
317.274.5677
SciencePREPs@iupui.edu

Relevant Work Experience

If you have had health care experience or any other relevant work experience, please list it here. Direct patient care is not a requirement for professional schools, but it is seen favorably by admissions committees.

Examples of related work experience include (but are not limited to): pharmacy technician, certified nurse assistant, emergency medical technician.

Relevant Work Experience #1

Activity _____

Dates _____ Number of Hours _____

Supervisor's Name _____

Job Title _____

Address _____

Phone Number (____) _____ Email _____

Notes _____

Relevant Work Experience #2

Activity _____

Dates _____ Number of Hours _____

Supervisor's Name _____

Job Title _____

Address _____

Phone Number (____) _____ Email _____

Notes _____

Relevant Work Experience #3

Activity _____
Dates _____ Number of Hours _____
Supervisor's Name _____
Job Title _____
Address _____
Phone Number (____) _____ Email _____
Notes _____

Relevant Work Experience #4

Activity _____
Dates _____ Number of Hours _____
Supervisor's Name _____
Job Title _____
Address _____
Phone Number (____) _____ Email _____
Notes _____

Relevant Work Experience #5

Activity _____
Dates _____ Number of Hours _____
Supervisor's Name _____
Job Title _____
Address _____
Phone Number (____) _____ Email _____
Notes _____

Research & Internships

Research and internships in your field provide opportunities to enhance your academic and professional development. For opportunities, be sure to visit our website:

SciencePREPs.iupui.edu
and click on the Internships + Jobs tab

or visit CRL.iupui.edu

Research or Internship #1

Activity _____

Dates _____ Number of Hours _____

Supervisor's Name _____

Job Title _____

Address _____

Phone Number (____) _____ Email _____

Notes _____

Research or Internship #2

Activity _____

Dates _____ Number of Hours _____

Supervisor's Name _____

Job Title _____

Address _____

Phone Number (____) _____ Email _____

Notes _____

Research or Internship #3

Activity _____

Dates _____ Number of Hours _____

Supervisor's Name _____

Job Title _____

Address _____

Phone Number (____) _____ Email _____

Notes _____

Research or Internship #4

Activity _____

Dates _____ Number of Hours _____

Supervisor's Name _____

Job Title _____

Address _____

Phone Number (____) _____ Email _____

Notes _____

Research or Internship #5

Activity _____

Dates _____ Number of Hours _____

Supervisor's Name _____

Job Title _____

Address _____

Phone Number (____) _____ Email _____

Notes _____

Leadership Activities

Leadership activities demonstrate dedication, communication, confidence, and decisiveness -- qualities needed in a professional career. Examples include leadership roles in student and volunteer organizations, community/civic groups, as well as family and work settings.

For leadership activities on campus visit:
studentaffairs.iupui.edu/involved

Leadership Activity #1

Activity _____
Dates _____ Number of Hours _____
Position Held _____
Supervisor or Advisor's Name _____
Address _____
Phone Number (____) _____ Email _____
Notes _____

Leadership Activity #2

Activity _____
Dates _____ Number of Hours _____
Position Held _____
Supervisor or Advisor's Name _____
Address _____
Phone Number (____) _____ Email _____
Notes _____

Leadership Activity #3

Activity _____
Dates _____ Number of Hours _____
Position Held _____
Supervisor or Advisor's Name _____
Address _____
Phone Number (____) _____ Email _____
Notes _____

Leadership Activity #4

Activity _____
Dates _____ Number of Hours _____
Position Held _____
Supervisor or Advisor's Name _____
Address _____
Phone Number (____) _____ Email _____
Notes _____

Leadership Activity #5

Activity _____
Dates _____ Number of Hours _____
Position Held _____
Supervisor or Advisor's Name _____
Address _____
Phone Number (____) _____ Email _____
Notes _____

Volunteer Experience

Community Services is a beneficial way to develop professional skills such as compassion, critical thinking, communication, and commitment to society. Experiences should be regular and consistent.

For places to volunteer visit:

studentaffairs.iupui.edu/volunteering-engagement
CSL.iupui.edu
or volunteermatch.org

Volunteer Activity #1

Activity _____

Dates _____ Number of Hours _____

Supervisor or Coordinator's Name _____

Address _____

Phone Number (____) _____ Email _____

Notes _____

Volunteer Activity #2

Activity _____

Dates _____ Number of Hours _____

Supervisor or Coordinator's Name _____

Address _____

Phone Number (____) _____ Email _____

Notes _____

Volunteer Activity #3

Activity _____
Dates _____ Number of Hours _____
Supervisor or Coordinator's Name _____
Address _____
Phone Number (____) _____ Email _____
Notes _____

Volunteer Activity #4

Activity _____
Dates _____ Number of Hours _____
Supervisor or Coordinator's Name _____
Address _____
Phone Number (____) _____ Email _____
Notes _____

Volunteer Activity #5

Activity _____
Dates _____ Number of Hours _____
Supervisor or Coordinator's Name _____
Address _____
Phone Number (____) _____ Email _____
Notes _____

Extracurricular Activities

Any activity that helps you become a more experienced, skillful, well-rounded person can become part of your professional development. Examples include hobbies such as playing a musical instrument, art, athletics, dance, photography, or participation in a student professional club.

Extracurricular Activity #1

Activity _____

Dates _____ Number of Hours _____

Benefit to you as a health professional _____

Extracurricular Activity #2

Activity _____

Dates _____ Number of Hours _____

Benefit to you as a health professional _____

Extracurricular Activity #3

Activity _____

Dates _____ Number of Hours _____

Benefit to you as a health professional _____

Extracurricular Activity #4

Activity _____

Dates _____ Number of Hours _____

Benefit to you as a health professional _____

Study Abroad

The opportunity to study abroad can increase self-confidence, maturity, and provide understand and insights into different cultural values. Though not required by professional programs, the experience can add to your application and/or resume and help set you apart.

Study Abroad Experience #1

Location _____

Dates _____

Benefit to you as a health professional _____

Study Abroad Experience #2

Location _____

Dates _____

Benefit to you as a health professional _____

Study Abroad Experience #3

Location _____

Dates _____

Benefit to you as a health professional _____

Previous Degree Information

Please list all degrees you have previously completed, including minors and certificates.

Previous Degree #1

Degree _____

University _____

Major _____

Minor/Certificate _____

Graduation Date _____

Previous Degree #2

Degree _____

University _____

Major _____

Minor/Certificate _____

Graduation Date _____

Previous Degree #3

Degree _____

University _____

Major _____

Minor/Certificate _____

Graduation Date _____

Relevant Coursework

Please list any special classes you have taken that you think would be advantageous for your chosen field, other than the pre-requisites.

For example: Psychology of Motivation or Essentials of Nutrition.

Course _____ **Credit Hours** _____

Date Completed _____ **Grade** _____

Course _____ **Credit Hours** _____

Date Completed _____ **Grade** _____

Course _____ **Credit Hours** _____

Date Completed _____ **Grade** _____

Course _____ **Credit Hours** _____

Date Completed _____ **Grade** _____

Course _____ **Credit Hours** _____

Date Completed _____ **Grade** _____

Course _____ **Credit Hours** _____

Date Completed _____ **Grade** _____

Course _____ **Credit Hours** _____

Date Completed _____ **Grade** _____

Course _____ **Credit Hours** _____

Date Completed _____ **Grade** _____

Course _____ **Credit Hours** _____

Date Completed _____ **Grade** _____

Professional Shadowing

Professional shadowing provides a realistic look at your chosen field by observing job responsibilities, current trends, and technologies. Shadowing also expands on your networking contacts.

Shadowing is highly recommended for your application. You can start with your own health care professional or visit:

<http://sciencepreps.iupui.edu/explore/job-shadowing>

Professional Shadow #1

Activity _____

Dates _____ Number of Hours _____

Professional Shadowed _____

Job Title _____

Address _____

Phone Number (____) _____ Email _____

Notes _____

Professional Shadow #2

Activity _____

Dates _____ Number of Hours _____

Professional Shadowed _____

Job Title _____

Address _____

Phone Number (____) _____ Email _____

Notes _____

Professional Shadow #3

Activity _____
Dates _____ Number of Hours _____
Professional Shadowed _____
Job Title _____
Address _____
Phone Number (____) _____ Email _____
Notes _____

Professional Shadow #4

Activity _____
Dates _____ Number of Hours _____
Professional Shadowed _____
Job Title _____
Address _____
Phone Number (____) _____ Email _____
Notes _____

Professional Shadow #5

Activity _____
Dates _____ Number of Hours _____
Professional Shadowed _____
Job Title _____
Address _____
Phone Number (____) _____ Email _____
Notes _____

Reference Letters

Most professional schools require at least three letters of recommendation. One from a science professor, one from a professional practicing in your field, and one personal reference.

Keeping in contact with your references before applying to professional school is vital. You don't want to ask for a recommendation letter from someone who may not remember you or your work!

Reference #1

Reference's Name _____

Job Title _____

Address _____

Phone Number (____) _____ Email _____

Date letter was requested _____

Has reference letter been received? yes no

Notes _____

Reference #2

Reference's Name _____

Job Title _____

Address _____

Phone Number (____) _____ Email _____

Date letter was requested _____

Has reference letter been received? yes no

Notes _____

Reference #3

Reference's Name _____

Job Title _____

Address _____

Phone Number (____) _____ Email _____

Date letter was requested _____

Has reference letter been received? yes no

Notes _____

Reference #4

Reference's Name _____

Job Title _____

Address _____

Phone Number (____) _____ Email _____

Date letter was requested _____

Has reference letter been received? yes no

Notes _____

Reference #5

Reference's Name _____

Job Title _____

Address _____

Phone Number (____) _____ Email _____

Date letter was requested _____

Has reference letter been received? yes no

Notes _____

Notes

Postscript

Admissions committees for professional programs usually take a number of factors into consideration when choosing an entering class.

This book is intended to help you keep track of your activities, courses, and contacts as you develop professionally, so that when it becomes time to apply, you will have all your accomplishments in one easy-to-use activity log.

Please note that most professional programs allow a student to re-apply if he or she does not gain admission on the first try. Often the professional program will give the student feedback about what would augment their application, if the student requests such feedback. This log is a great tool for recording such feedback and tracking continued professional development.

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