



**Peace
Corps**

**MICHIGAN STATE
UNIVERSITY**

Work Sector Hours Verification Form

Leveraging concrete knowledge and skills is central to on-the-ground international development work. Through the PC Prep program at MSU, you are building a professional specialty, which should serve your career well whether you become a Peace Corps Volunteer, pursue other opportunities in the development sector, or both.

In addition to the courses that align with your work sector, you must also accumulate and document a minimum of 50 hours of experience in that same sector, preferably in a teaching or outreach capacity. **This form is used to verify that you have completed the requirements for the work sector hours portion of the Training and Experience competency.**

PC Prep Participant Information

Today's Date	
First Name	
Last Name	
MSU email address (NetID)	
Please select your PC Prep sector:	<input type="checkbox"/> Education <input type="checkbox"/> Youth in Development <input type="checkbox"/> Health <input type="checkbox"/> Community Economic <input type="checkbox"/> Environment Development <input type="checkbox"/> Agriculture

Documentation of Experience

There are many ways to complete this requirement and gain valuable experience in your sector. Examples include:

- Volunteering on a regular basis over the course of multiple semesters;
- Completing a summer internship; or
- Work experience in teaching or outreach.

Due to the varied nature of the way PC Prep participants obtain their experience, this form may or may not align well with your experience. If you are not able to document your hours using this form, please contact the Program Coordinator to discuss alternate ways to verify completion of this requirement.

Experience #1	
Name of Company, Organization, Program, etc.	
Location of Company, Organization, Program, etc. <i>(city and state/country)</i>	
Name of Supervisor, Volunteer Coordinator, etc.	
Email Address and/or Phone of Supervisor, Volunteer Coordinator	
Type of Activity	<input type="checkbox"/> Volunteer work <input type="checkbox"/> Paid work <input type="checkbox"/> Unpaid internship <input type="checkbox"/> Other <i>(describe below)</i> <input type="checkbox"/> Paid internship
Dates of Activity <i>(e.g., May 20, 2020 – August 10, 2020; January 2019 – March 2020; September 2021 – present)</i>	
Frequency of Activity	<input type="checkbox"/> Daily <i>(incl. M-F work week)</i> <input type="checkbox"/> Monthly <input type="checkbox"/> Weekly <input type="checkbox"/> Other <i>(describe below)</i> <input type="checkbox"/> Bi-weekly <i>(ev. other week)</i>
Total number of hours for Experience #1	<i>Examples: 2 hours/week for 16 weeks = 32 hours total 4 hours/month for 3 months = 12 hours total</i>
Brief description of Experience #1 <i>(e.g., tutoring fourth graders in math and reading as part of a program at the public library; volunteer for teen crisis phone/text line; conducted home energy audits during internship with XYZ Energy Company)</i>	

Experience #2	
Name of Company, Organization, Program, etc.	
Location of Company, Organization, Program, etc. <i>(city and state/country)</i>	
Name of Supervisor, Volunteer Coordinator, etc.	
Email Address and/or Phone of Supervisor, Volunteer Coordinator	
Type of Activity	<input type="checkbox"/> Volunteer work <input type="checkbox"/> Paid work <input type="checkbox"/> Unpaid internship <input type="checkbox"/> Other <i>(describe below)</i> <input type="checkbox"/> Paid internship
Dates of Activity <i>(e.g., May 20, 2020 – August 10, 2020; January 2019 – March 2020; September 2021 – present)</i>	
Frequency of Activity	<input type="checkbox"/> Daily <i>(incl. M-F work week)</i> <input type="checkbox"/> Monthly <input type="checkbox"/> Weekly <input type="checkbox"/> Other <i>(describe below)</i> <input type="checkbox"/> Bi-weekly <i>(ev. other week)</i>
Total number of hours for Experience #2	<i>Examples: 2 hours/week for 16 weeks = 32 hours total 4 hours/month for 3 months = 12 hours total</i>
Brief description of Experience #2 <i>(e.g., tutoring fourth graders in math and reading as part of a program at the public library; volunteer for teen crisis phone/text line; conducted home energy audits during internship with XYZ Energy Company)</i>	

Experience #3	
Name of Company, Organization, Program, etc.	
Location of Company, Organization, Program, etc. <i>(city and state/country)</i>	
Name of Supervisor, Volunteer Coordinator, etc.	
Email Address and/or Phone of Supervisor, Volunteer Coordinator	
Type of Activity	<input type="checkbox"/> Volunteer work <input type="checkbox"/> Paid work <input type="checkbox"/> Unpaid internship <input type="checkbox"/> Other <i>(describe below)</i> <input type="checkbox"/> Paid internship
Dates of Activity <i>(e.g., May 20, 2020 – August 10, 2020; January 2019 – March 2020; September 2021 – present)</i>	
Frequency of Activity	<input type="checkbox"/> Daily <i>(incl. M-F work week)</i> <input type="checkbox"/> Monthly <input type="checkbox"/> Weekly <input type="checkbox"/> Other <i>(describe below)</i> <input type="checkbox"/> Bi-weekly <i>(ev. other week)</i>
Total number of hours for Experience #3	<i>Examples: 2 hours/week for 16 weeks = 32 hours total 4 hours/month for 3 months = 12 hours total</i>
Brief description of Experience #3 <i>(e.g., tutoring fourth graders in math and reading as part of a program at the public library; volunteer for teen crisis phone/text line; conducted home energy audits during internship with XYZ Energy Company)</i>	

If you need to list more experiences, feel free to copy and paste from this document, or simply print out extra copies of the table.

Verification

Please sign and date below to attest that the information listed on this form is correct to the best of your knowledge. **To maintain the integrity of our records, we require that you include a physical signature on this form.**

Signature of Peace Corps Prep Program Participant	
Date	

Turning in Documentation

Please bring this completed and signed form to your exit interview with the PC Prep Coordinator. This form will be used to verify your completion of this part of the Training and Experience competency.