Academic Planning for Career Success

First Year

___ Do well academically—the higher your GPA, the more choices you’ll have.

___ Consider college your first job—and as preparation for life.

___ Take at least three self-assessments to discover your values, skills, and goals.

___ Evaluate and discuss what you discover about yourself with your advisor, counselor, mentor, or faculty member.

___ Explore and use the resources available on campus (including human resources).

___ Use the GenEd courses to determine your likes and dislikes.

___ Start a portfolio of your best work.

___ Attend a university open house.

___ Begin to develop/improve your leadership/organizational skills through moderate involvement in constructive extracurricular activities (2nd semester).

___ Adopt a mentor.

___ Begin a career file. Keep a file of all interesting careers you read or hear about.

___ Cultivate skills that will enable you to adapt to change.

___ Analytical/critical thinking
   ___ verbal and oral communication
   ___ computer proficiency
   ___ leadership
   ___ teamwork (organizational skills)

___ Know and understand your academic options.

___ Become familiar with Internet resources.

___ Refine possible majors into two or three options.

___ Talk to alumni who work in fields that interest you about their undergraduate and career experiences.

Second Year

___ Do well academically.

___ Continue to explore academics, the world of work—and yourself.

___ If you haven’t already done so, choose your major!

___ Explore career alternatives within your major.

___ Cultivate key campus career contacts and network among them.

___ Develop a tentative resume; as time passes, refine it.

___ Track trends in the World of Work.

___ Develop those adaptable skills (see first-year).

___ Obtain a quality internship over the summer.

___ Consider foreign study for a summer/semester.

___ Obtain relevant employment, if possible.