

First Year

SCHOOL-RELATED ACTIVITIES	CAREER-RELATED ACTIVITIES
☐ Review the academic catalog's info about degrees and majors. ☐ Meet with your academic advisor and discuss the plan for your first year. ☐ Double-check any advanced placement or transfer credits. ☐ Start exploring majors. ☐ Visit the bookstore to explore interesting books related to specific courses or majors. ☐ Take at least one interesting elective course if you can. Explore something new. ☐ Notice new skills you're acquiring through classes. (See chapter 3 for more info.) ☐ If considering medical school, meet with the pre-med advisor. ☐ Check out offices that can help you succeed, such as tutoring services, writing centers, well-being or counseling centers, and diversity-support offices. ☐ Look for major fairs or other ways to examine different majors at your school. ☐ Attend your classes. Keep your grades as high as possible.	☐ Consider this an "information gathering" year. ☐ Check out your career center online. ☐ Log in to whatever career center account they use so you can access job and internship listings. ☐ Fill out your profile on your career center account as completely as possible and update as needed. ☐ Schedule an appointment with a counselor or coach or just drop in to discuss options. ☐ Explore your interests and abilities at the career center. ☐ Look for workshops or services for first-year or undeclared students. ☐ Join student organizations. ☐ Create a basic resume using your high school resume as a starting point. ☐ Create a summer experience plan. (See chapter 10 for more info.) ☐ Consider creating a portfolio (online or in a physical folder) of your papers, projects, or other activities. ☐ Attend programs on resume writing or beginning the job search. ☐ Consider micro-internships to build your resume (see chapter 10).

Sophomore Year

SCHOOL-RELATED ACTIVITIES	CAREER-RELATED ACTIVITIES
☐ Meet with your academic advisor to ensure you're taking the right courses to finish your degree on time. ☐ Investigate study abroad options for next year. ☐ Begin honing in on a major you enjoy and where you want to learn more. ☐ Declare your major. ☐ Talk to current students to learn more. ☐ Take another trip to the bookstore and review the textbooks for different classes and majors to clarify your interest in your major. ☐ Thinking of grad/professional school? Begin researching your options. Note any required courses so you can fit them into your schedule. ☐ If your grades are strong, check in with the fellowship office to learn about opportunities such as Fulbright, Luce, Rhodes, or Marshall scholarships.	☐ Start taking leadership roles in student organizations. ☐ Start testing out possible careers by shadowing, interning, or volunteering at an organization that interests you. ☐ Attend employer information sessions, as well as career workshops. ☐ Research potential internships, part-time work, and volunteer programs to build experience. ☐ Update your resume. ☐ Gather information and practice your elevator pitch and interviewing skills by attending career fairs and other employer events. ☐ Create your LinkedIn account. ☐ Check out alumni and parent events related to networking and careers. ☐ Develop a summer experience plan (see chapter 10). ☐ Attend programs about internships.

Junior Year

SCHOOL-RELATED ACTIVITIES	CAREER-RELATED ACTIVITIES
☐ Study abroad. ☐ Seek out classes where you will develop more skills, such as presentations, academic research, and class projects (see chapter 3). ☐ Get to know the faculty in your department and make sure they know you. Connect with faculty who might write letters of recommendation in future.	☐ Continue seeking leadership options with student groups. ☐ Focus your career plans on key areas of interest. Seek out a career coach if you are still undecided. ☐ Research graduate school options and admission requirements, including standardized tests. ☐ Consider developing a portfolio of work if appropriate.

Junior Year

SCHOOL-RELATED ACTIVITIES	CAREER-RELATED ACTIVITIES
☐ Add on a minor or second major, if desired. ☐ Meet with your advisor to ensure appropriate progress toward graduation.	☐ Update your resume and target it to fields of interest. Note areas where you need to add more experience or education. ☐ Seek a summer internship or job related to your interests (see chapter 10). ☐ Keep in touch with the fellowship office if planning to apply for one. ☐ Attend programs related to your future interests.

Senior Year

SCHOOL-RELATED ACTIVITIES	CAREER-RELATED ACTIVITIES
☐ Complete final or capstone projects. ☐ Make sure you have completed all academic requirements for graduation. ☐ Talk to faculty about graduate school plans. ☐ Take classes you've always wanted to take. ☐ Continue to seek classes and experiences to build skills.	☐ Create final resumes targeted to field(s) of interest. ☐ Get resume reviewed at career center. ☐ Attend job fairs, employer information sessions, and other programs. ☐ Attend networking events. ☐ Network with alumni and parents. ☐ Update your LinkedIn account to focus on areas of interest. ☐ Apply to graduate or professional schools. Take entrance exams as needed. ☐ Use your career center's database to find potential internships and jobs. ☐ Schedule a mock interview and practice interviewing with family and friends. ☐ Sign up for job interviews related to your field of interest, even if the position isn't exactly what you are seeking. You may learn something new. ☐ Research career field thoroughly. ☐ Apply for post-graduate fellowships, if qualified.