



Career & Academic Checklist

Freshman Year

Academic Commitments

- Enroll in a Learning Community.
- Get to know your academic advisor and discuss your academic interests. Schedule an appointment early in the semester.
- Attend the Majors Fair in September to learn about academic opportunities.
- Go to your professors' office hours.

Career Development

- Visit the Career and Leadership Development Center to learn about the resources available to you (career coaching, workshops, leadership coaching, part-time jobs, internships, career-related events and more).
- Complete "My Next Move" to identify your interests and how they relate to your major and career.
- Draft a college resume. Need quick assistance? Stop by the CLDC for a 10-minute drop-in or Wilson Hall 104 (on the College Green) for Walk-in-Wednesday.
- Attend a CLDC career-related event to prepare yourself for the future internship and job search.
- Activate your Handshake account.
- Join the Bobcat Mentorship Network to connect with alumni.

Get Involved

- Join at least one student organization that interests you.
- Apply to be a Pepsi Scholar.
- Participate in the CLDC Career Readiness Training Program and the 21st Century Leadership Program.
- Engage in experiential learning through volunteering, participating in research, etc.

Sophomore Year

Academic Commitments

- Discuss your major and create a degree completion plan with your academic advisor. See Sample 4-Year Academic Plans.
- Meet with one or two of your faculty members to establish a relationship. These faculty may provide you with reference letters in the future.

Career Development

- Schedule a career coaching session through Handshake to research careers that match your interests, skills, and abilities.
- Learn how to write a resume and cover letter in a career coaching session and upload your resume to Handshake.
- Participate in CLDC events, including the Career and Internship Fairs, Work That Matters Fair, and Grad School Fair.
- Create a LinkedIn profile and start building your professional network.
- Connect with alumni through LinkedIn, College of Arts & Sciences Career & Networking Week, Bobcat Mentorship Network, industry panels, and job shadowing to explore various career paths.
- Explore Handshake for internships, jobs, or volunteer opportunities to obtain "hands-on" experience in the world of work.

Get Involved

- Participate in the CLDC Career Readiness Training Program and the 21st Century Leadership Program.
- Continue your participation in a student organization.
- Participate in education abroad opportunities sponsored by the Office of Global Opportunities.

Junior Year

Academic Commitments

- Discuss your major with your academic advisor and update your degree completion plan.
- Explore research opportunities (including Departmental Honors) in your academic department.
- Continue to meet with one or two faculty members outside of the classroom to develop these relationships. These faculty may provide you with reference letters in the future.
- Schedule a graduation check to make sure that you are completing all academic requirements.
- If you are considering graduate or professional school, attend the Grad School Fair in October! Also research graduate school application timelines, GRE scores and program rankings.

Career Development

- Identify skills and knowledge you have gained through your liberal arts education and relate those to potential career opportunities. Visit the What Can I Do With This Major? website.
- Participate in summer internships, employment, or volunteer opportunities related to your career interests.
- Update your resume in Handshake to include recent internship, volunteer, and job information.
- Schedule at least two mock interview sessions.
- Participate in on-campus Career and Internship Fairs, Grad School Fair, and other career related events on campus.
- Conduct informational interviews or job shadow with alumni in your specific field of interest.

Get Involved

- Participate in the CLDC Career Readiness Training Program and the 21st Century Leadership Program.
- Seek a leadership role in your student organization or employment.
- Participate in education abroad opportunities sponsored by the Office of Global Opportunities.

Senior Year

Academic Commitments

- Schedule a graduation check within the first two week of the fall and spring to make sure that you are completing all academic requirements.
- Discuss your career or graduate school plans with your academic advisor.
- Apply for graduation.
- Contact faculty with whom you have established close relationships to request letters of reference.

Career Development

- Update your resume in Handshake and apply for relevant positions.
- Start researching companies for which you would like to work.
- Schedule a career coaching session to finalize your job seeking strategies.
- Schedule at least two mock interview sessions.
- Participate in CLDC events, including the Career and Internship Fairs and the Work That Matters Fair.
- Continue to build your network on LinkedIn.
- Attend the Start Smart workshop on salary negotiation offered by the Women's Center.
- Begin interviewing for full-time positions in the fall semester (or) apply to graduate or professional schools.

Get Involved

- Participate in the CLDC Career Readiness Training Program and the 21st Century Leadership Program.
- Join a professional association.

To schedule a Career Coaching appointment with Kacey Schaum, Assistant Director, Career and Leadership Development Center for the College of Arts & Sciences, log-in to your Handshake account and select "Career Center", then "Appointments", and then "Schedule a New Appointment". Be sure to select "CLDC College of Arts & Sciences Coaching" to view services offered to Arts & Sciences students.