CALS Four-Year Academic and Career Advising Action Plan

Please use this as a guide, as each student’s plan will take different paths. Allow your faculty, academic and career advisors to help you through your process.

**Freshmen**

**Awareness/Get Involved**

**Academic**
- Log-in to **DUST** to familiarize yourself with CALS degree progress system—used to track your degree requirements
- **Student Center** is where you view your schedule and enroll in courses
- Ensure CALS registrar has received all transcripts, AP and other relevant test results; credits can be viewed in DUST
- Plot out your four year academic plan, on a semester-by-semester basis
- Meet with your academic advisor 3 to 4 times each semester—in the first week of the semester; 3 to 4 weeks into the semester to check-in (this will help facilitate any assistance you might need early); and before pre-enrollment of your next semester courses to review your schedule/requirements (Oct. and April)
- Consider if, and where, **study abroad** might fit into your four year plan
- Understand the importance of **ethical and moral decision making** in all your choices—academically, professionally, and personally
- Attend instructor and TA office hours and utilize **University resources**

**Career**
- **CCNet**—create a student profile and complete required on-campus recruiting (OCR) tutorial
- Familiarize yourself with available **CALS Career Development** resources, such as the Career Library, Ready Reference Sheets, and visit our office
- Attend career workshops such as resume development, internship search strategies, others
- View the online Resume Tutorial—overhaul your resume from college application to job application, and have it critiqued
- Stay connected with the Career Blog to learn about new internship/job postings, career events, scholarships and more
- Attend fall and spring career fairs to explore options
- After exploring the available resources and you still have questions, make an appointment with Career Development
- Identify interests through courses, advisors, clubs, activities, past experiences, and others
- Attend university club fairs and get involved in clubs, organization and activities that align with interests
- **FRESH Program**—shadow an alum to explore your career interests

**Sophomore**

**Exploration**

**Academic**
- **DUST**—verify your college requirement progress
- **Student Center**—make any schedule changes during add/drop and before deadlines
- Meet with your academic advisor 3 to 4 times each semester—in the first few weeks at the start of the semester; in the middle of the semester to check-in; and prior to pre-enrollment to review degree progress and pick courses for the following semester (October and April)
- Ensure your academic interests support your career interests. If unsure, you can explore options by meeting with your academic advisor, **Career Development**, academic advisor and/or career advisor in CALS Student Services
- Attend a **CALS Study Abroad 101 session** and explore study abroad options. Apply to attend a program during junior year
- Begin exploring and investigating available options available to you such as **study abroad**, **research**, **student organizations**, and others

**Career**
- **CCNet**—update your profile and explore internship/job opportunities
- Update resume from previous summer and have it critiqued
- Research career fields by speaking with people in your area of interest to make connections and to gather information (faculty, alumni, employers, etc.); utilize the **Alumni Career Link** to assist
- Attend relevant **career workshops**, employer presentations, and **career fairs** in fall and spring semesters
- Explore **CALS Specific Internship (CSI)** site to assist with internship/job search
- Explore career options through internships, **Extern Program**, campus or off-campus jobs, TA and lab assistant jobs, **research**, and others
- After exploring the available resources and you still have questions, make an appointment with Career Development
- If you’re considering **graduate school** or **law school**, investigate programs of interest and prepare for appropriate admission testing: GRE, MCAT, LSAT, GMAT; be mindful of the **graduate school timetable**
- Continue involvement in clubs/organizations (CALS and **University**) to develop leadership skills
- Apply to professional fraternities or organizations related to interests
**Junior Experience/Preparation**

**Academic**
- **DUST**—verify your degree progress and ensure you are meeting all College graduating requirements
- **Student Center**—make schedule changes during add/drop before deadlines
- Meet with your academic advisor 3 to 4 times each semester—in the first few weeks of the semester; in the middle of the semester to check-in; and prior to pre-enrollment to review degree progress and pick courses for the following semester (October and April)
- If it fits within your schedule, spend a semester or academic year abroad to help fulfill academic, personal and career goals
- Seek out opportunities that will promote your academic interests such as research, seeking publication in professional journals, attend professional conferences, etc.
- Junior year should clarify and reinforce that your academic interests support your career interests
- Revisit and understand the importance of ethical and moral decision making in all your choices—academically, professionally, and personally

**Career**
- Update resume from previous year and have it critiqued
- Update your CCNet profile
- Make an appointment with Career Development
- Honor your interview skills by participating in mock interviews
- Attend workshops, employer presentations, and career fairs during fall/spring semesters
- Begin your graduate/professional school search early in the fall semester, be mindful of timeline for application and exams
- Stay connected with the Career Blog to learn about new internship/job postings, career events, scholarships, etc.
- Expand professional network by attending networking programs, meeting with alumni, conducting informational interviews, etc.
- Narrow down field of interest through investigation and continue exploration through faculty, alumni, and previous employers
- Shadow an alum or participate in the Extern Program during winter break
- Junior year internship should be focused to refine necessary skills and make networking connections to prepare and assist with full-time job search during senior year
- Apply for professional fraternities or other organizations related to field of interest

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**Senior Transition**

**Academic**
- **DUST**—verify your degree progress and ensure you will meet all your graduation requirements on time
- **Student Center**—make schedule changes during add/drop before deadlines
- Apply for graduation
- Seek opportunities that will promote your academic interests such as research, seeking publication in professional journals, attend professional conferences, student organizations, etc.
- Meet with your academic advisor 3 to 4 times each semester—at the beginning of the semester regarding the Application to Graduate; in the middle of the semester to check-in; and prior to pre-enrollment (October and April) to review degree progress and pick courses for the following semester
- Keep your advisor informed of your future plans, you may need to ask your advisor for recommendations for future opportunities

**Career**
- Update resume from previous year and have it critiqued
- Update your CCNet profile—keep in mind some resume drops start prior to beginning of fall semester classes so log into CCNet early and often
- Begin your employment search early in the fall semester
- Meet with a career advisor in Career Development
- Attend career workshops, employer presentations, and career fairs to sharpen full-time job search skills, assist with graduate school process, to develop professional documents, etc.
- Polish interview skills by participating in mock interviews
- Sharpen professional etiquette by participating in related workshops and programs
- Apply for leadership positions in clubs and organizations to develop leadership skills
- During your full-time job search, understand the importance of the decisions and choices you make. Seek advice from Career Development before making decisions on difficult job offers or other job search issues
- Once you have your post-graduation plans, whether it be a job, graduate/professional school, volunteer, or taking time off, make sure you complete the Post-graduation Survey

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**Transfer Connect**

**Academic**
- **DUST**—verify your degree progress and ensure you will meet all your graduation requirements on time
- **Student Center**—make any schedule changes during add/drop and enroll in courses at the appropriate time of semester (October and April)
- Ensure the CALS registrar has received all your transcripts from your previous college(s) and/or university(ies) and all your AP and other relevant test results; credits can be viewed on DUST
- Meet with your academic advisor 3 to 4 times each semester—in the first week of the semester; 3 to 4 weeks into the semester to check-in; and just before pre-enrollment of your next semester courses to review your schedule/requirements (October and April)
- Familiarize yourself with the graduation requirements in your major
- Establish a worksheet that plots out your academic plan, on a semester-by-semester basis
- Consider if, and where, study abroad might fit into your academic plan
- Explore and investigate various options available to you such as study abroad, research, student organizations, and others
- Attend instructor and TA office hours and utilize University resources

**Career**
- View the online Resume Tutorial, update your resume, and have it critiqued
- CCNet—create a student profile and complete required on-campus recruiting (OCR) tutorial
- Schedule an appointment with a career advisor in Career Development
- Stay connected with the Career Blog to learn about new internship/job postings, career events, and much more
- Attend career workshops such as resume development, internships search strategies, and others
- Attend career fairs in fall and spring semesters to explore opportunities for internships and network with employers
- If you’re considering graduate school or law school, invest programs of interest and prepare for appropriate admission testing: GRE, MCAT, LSAT, GMAT
- Get involved in clubs, organizations, and activities that align with your interests