

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 into [DUST](#) to familiarize yourself with CALS degree progress—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

- ❑ [Cornell Handshake](#)—take the [required tutorial](#), then create a profile, then search for career events, internships, and more
- ❑ Familiarize yourself with available [CALS Career Development](#) resources, such as resume tools, job/internship boards, and career guides, 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 through [Chatter](#) to learn about new internship/job postings, career events, scholarships events, 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, organizations and activities that align with interests
- ❑ [Alumni Connection 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

- ❑ [Cornell Handshake](#)—update your profile and explore internships/jobs
- ❑ Update resume from previous summer and have it critiqued
- ❑ Stay connected through [Chatter](#) to learn about internship/jobs, career events, scholarships, and more
- ❑ 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 [CALS Alumni Mentor Network](#) to assist
- ❑ Attend relevant [career workshops](#), employer presentations, and [career fairs](#) in fall and spring semesters
- ❑ Explore career options through internships, [Alumni Connection 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 in 140 Roberts
- ❑ 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 [Cornell Handshake](#) profile
- ❑ [Make an appointment](#) with Career Development
- ❑ Hone 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 [timetable](#) for application and exams
- ❑ Stay connected through [Chatter](#) to learn about internship/job postings, career events, scholarships, and more
- ❑ Expand professional network through [CALS Alumni Mentor Network](#) and by attending [net-working](#) programs, meeting with alumni, conducting informational interviews. Narrow down field of interest through investigation and continue exploration through faculty, [alumni](#), and previous employers
- ❑ Shadow an alum or participate in the [Alumni Connection Program](#)
- ❑ 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

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 [Cornell Handshake](#) profile—keep in mind some resume drops start prior to beginning of fall semester so log into Handshake 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 [Postgraduate Survey](#)

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 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
- ❑ [Cornell Handshake](#)—take the [required tutorial](#), then create a student profile, then search for events, internships, and more
- ❑ [Schedule an appointment](#) with a career advisor in Career Development
- ❑ Stay connected through [Chatter](#) to learn about new internship/job postings, career events, and much more
- ❑ Attend [career workshops](#) such as resume development, internships search strategies, and others
- ❑ Expand professional network through [CALS Alumni Mentor Network](#) and by attending [networking](#) programs, meeting with alumni, conducting informational interviews. Narrow down field of interest through investigation and continue exploration through faculty, [alumni](#), and previous employers
- ❑ Shadow an alum or participate in the [Alumni Connection Program](#)
- ❑ Attend [career fairs](#) in fall and spring semesters to explore opportunities for internships
- ❑ If you're considering [graduate school](#) or [law school](#), investigate 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