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](http://example.com) 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](http://example.com)
- 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](http://example.com)—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](http://example.com) such as resume development, internship search strategies, others
- View the [online Resume Tutorial](http://example.com)—overhaul your resume from college application to job application, and have it critiqued
- Stay connected through [Chatter](http://example.com) to learn about new internship/job postings, career events, scholarships events, and more
- Attend fall and spring [career fairs](http://example.com) 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
- [Alumni Connection Program](http://example.com)—shadow an alum to explore your career interests

### Sophomore

#### Exploration

**Academic**
- [DUST](http://example.com)—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

**Career**
- [Cornell Handshake](http://example.com)—update your profile and explore internships/jobs
- Update resume from previous summer and have it critiqued
- Stay connected through [Chatter](http://example.com) 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](http://example.com) to assist
- Attend relevant [career workshops](http://example.com), employer presentations, and [career fairs](http://example.com) in fall and spring semesters
- Explore career options through internships, [Alumni Connection Program](http://example.com), campus or off-campus jobs, TA and lab assistant jobs, [research](http://example.com), 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](http://example.com) or [law school](http://example.com), investigate programs of interest and prepare for appropriate admission testing: GRE, MCAT, LSAT, GMAT; be mindful of the [graduate school timetable](http://example.com)
- Continue involvement in clubs/organizations (CALS and [University](http://example.com)) to develop leadership skills
- Apply to professional fraternities or organizations related to interests

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Junior
Experience/Preparation

**Academic**
- **DUST**—verify your degree progress and ensure you are meeting all College graduation 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 reconfirm 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 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
- 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

**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
- 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, investi gate 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