

CAREER PLANNING AND SUCCESS TIMELINE

FRESHMAN – SOPHOMORE 0–32 CREDITS



JUNIOR – SENIOR 32–64 CREDITS

EXPLORE:

- Assess skills, interests, personality and values
- Meet with a career counselor to discuss career pathways
- Complete online career assessment on SIGI³
- Address short- and long-term career goals, transfer and degree exploration with your advisor
- Locate valuable on-campus resources such as tutoring, library, writing and math labs
- Become familiar with Career Center resources
- Read the Student Handbook online — make yourself aware of your rights and responsibilities as a student
- Other _____

PREPARE:

- Discuss your career plan with mentors, family, friends and professors for different perspectives
- Identify what is important to you in a job/career
- Draft a resume with a list of your student and work activities
- Get organized by purchasing books and reviewing your class schedule. Consider using an agenda organizer or homework planning app
- Pose for your student ID card. Your student ID card is required to use the library, tutoring, computer labs and must be shown at all administrative offices. You must carry your ID when on campus
- All full-time students (born after 1956) are required to submit immunization records for MMR and hepatitis to Enrollment Services prior to spring semester
- Other _____

ENGAGE:

- Meet with your academic advisor twice a semester to plan coursework sequence
- Search for a summer job and/or internship
- Attend Buccaneer Day in Fall semester to get involved
- Participate in a Professional Development workshop hosted by the Counseling Department
- Get involved in student activities, club sport or Student Government
- Stay connected by accessing your Buccaneer email, WebAdvisor account, Ellucian Go app and Text Alerts
- Attend Study Skills workshop
- Other _____

NEXT STEPS:

- Explore related courses and programs at four-year colleges
- Reflect on your first-year experience
- Start looking for future internships, cooperative learning opportunities and career-related jobs
- Check your WebAdvisor account to view fall semester grades, order a transcript and view winter/spring course listings
- Meet with your advisor for course selection toward graduation and/or transferring
- Other _____

EXPLORE:

- Review short- and long-term career goals; edit as needed
- Explore and research career options with your career counselor
- Get to know deans and area coordinators in your major's department
- Review your transcript on your WebAdvisor account
- Other _____

PREPARE:

- Update/construct resume
- Learn to use our online job board
- Research your top three colleges to transfer
- Continue involvement with student clubs and organizations and move into leadership roles
- Begin developing your professional network by seeking mentors, alumni and others for advice
- Conduct informational interviews and set up job shadow opportunities to learn more about fields of interest to you
- Use the Career LibGuides and SIGI³ to research market trends, job search strategies, salary ranges and employers hiring in your career field
- Other _____

ENGAGE:

- Revise and update your final resume
- Learn to write cover letters, create a portfolio or a philosophy statement
- Arrange a mock-interview with your career counselor and sharpen your interview skills
- Visit career and transfer fairs, held each semester
- Collect letters of recommendation and references
- Secure a job or internship that relates to your degree choice
- Other _____

NEXT STEPS:

- Start your transfer process
- Work with a career counselor on your application and entry essay
- Develop job search strategy and a back-up plan
- Visit open houses for other colleges and universities of your choice. Make sure to bring an unofficial copy of your transcript with you
- Other _____