FRESHMAN YEAR—EXPLORE

Your first year is a time to focus on your academics, assess your own interests, and explore all of your options available.

- **Review Academic Plans**—Meet with an Academic Adviser twice per semester to create a four-year academic plan, and review your Curriculum Advising and Program Planning (CAPP) report.
- **Set Goals**—Meet with your Success Coach to set goals and to create a Success Plan.
- **Career Assessment**—Ask a Career Adviser about the career assessments available to learn about yourself and assist in identifying skills and strengths.
- **Find Support**—Schedule visits to the Tutoring and Testing Center to take advantage of academic support resources, such as the FREE individualized tutoring available for writing, math, and science, as part of your regular study routine.
- **Explore Internships**—Create your CAREERShark profile at www.nova.edu/careershark and begin to explore the internships and jobs posted to NSU.
- **Begin Networking**—Attend on-campus events and workshops to network with professionals, learn valuable skills and strategies, and explore resources available to you through NSU.
- **Get Involved**—Investigate undergraduate activities and get involved in clubs and organizations on campus.
- **Write a Resume**—Develop a winning resume; continue to update the document as you gain new education, skills, and experiences.
- **Get LinkedIn**—Create a LinkedIn account and maintain an updated profile.
- **Volunteer**—Undertake career interest related volunteer work that provides you with hands-on experience.
- **Explore Healthcare**—If interested in the Health Professions, sign up for the Clinic Exploration Program.
- **Study Smart**—Establish good study habits and know your GPA requirements.
- **Build Relationships**—Build strong relationships with Academic Faculty and utilize office hours.

SOPHOMORE YEAR—RESEARCH

Focus on your academic classes and continue to explore and gather information about career fields. Summer jobs, internships, informational interviews, and volunteer activities will provide first-hand insights.

- **Review Academics**—Review necessary academic milestones with your Academic Adviser at least once per semester.
- **Evaluate Goals**—Meet with a Success Coach to continue goal-setting and review progress on your individualized Success Plan.
- **Explore Career Opportunities**—Work with a Career Adviser to learn about internship, part-time, and summer opportunities that will allow you to gain experience and discover more about your working style and preferences.
- **Informational Interviewing**—Conduct informational interviews with people who work in career fields of interest to you and consider shadowing opportunities.
- **Select a Major**—Finalize your major selection and learn more about the job market by utilizing Career Development resources, the Occupational Outlook Handbook, and O*NET (www.onetonline.org).
- **Attend Events**—Attend Fall and Spring Internship and Job Fairs to explore options and network with professionals in your field of study.
- **Mock Interview**—Make a Mock Interview appointment with Career Advising to practice interviewing skills for internships and jobs.
- **Join Professional Groups**—Remain active within on-campus organizations and clubs, and consider applying to professional organizations related to your interests – many have a discounted student membership fee.
- **Research**—Explore research opportunities if appropriate within your major.
- **Think About Graduate School**—If you are considering graduate or professional school, begin investigating programs of interest and preparing for admissions testing (GMAT, LSAT, MCAT, GRE). Testing Services houses a test preparation lending library you can utilize to prepare.
JUNIOR YEAR—DECISIONS

Aim for outstanding academic performance, especially in your major, and reflect on relevant projects in the field. Internships and summer employment will help you acquire new skills, learn more about careers, and develop a network of contacts.

- **Junior Audit**—Meet with your Academic Adviser to complete your Junior Audit.
- **Become a Leader**—Seek leadership positions, such as serving on a committee or leading an organization.
- **Set Career Plans**—Narrow down career choices and discuss ideas with a Career Adviser.
- **Identify Potential Employers**—Research companies and work environments. Pinpoint organizations with job titles that use your skills and for which you believe you are a good match.
- **Obtain an Internship**—Participate in an internship to refine skills, gain experience, and build your professional network.
- **Graduate School Fair**—Attend the Graduate School Fair to meet recruiters and learn more about institutions and programs.
- **Review Grad School Applications**—Consult a Career Adviser to discuss graduate school application components or to have your personal statement reviewed by a writing tutor.
- **Develop a “Plan B”**—Create and discuss back-up plans for graduate and professional school with your success team.
- **Check Your Records**—Request your transcripts and check for accuracy during the Fall semester.
- **Assess Your Goals**—Meet with your Success Coach to continue evaluating your Success Plan.
- **Seek Recommendations**—Network with faculty in your program to solicit recommendations and evaluations for graduate or professional school applications.

SENIOR YEAR—DEFINE OPTIONS

Continue to excel academically and set reasonable career goals for yourself. Meeting with your Success Team throughout your senior year will help to keep you on track toward achieving those goals.

- **Submit Applications**—Complete and submit graduate and professional school applications, letters of reference, and test scores early.
- **Senior Audit**—Meet with your Academic Adviser to conduct the Senior Audit and review your progress toward graduation.
- **Request Records**—Request final transcript and review for accuracy.
- **Target Employers**—Identify industries and specific employers you would like to work for, and meet with a Career Adviser to discuss strategies for targeting your resume and cover letter for these specific organizations and positions.
- **Explore Job Opportunities**—Explore all possible opportunities; Attend career fairs and employer presentations, and check CAREERShark for job and internship possibilities.
- **Network with Professionals**—Attend conventions, conferences, and networking events to expand your network of professional contacts.
- **Map Your Success**—Meet with your Success Coach to ensure your progression for the remainder of your time at NSU.
- **Finish Strong**—Continue to maximize your academic achievements by using the free tutoring available for writing, math, and science.
- **Complete All Paperwork**—Complete online degree application (early in Winter semester) and any other paperwork required for graduation.