

## 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. Both the Undergraduate Academic Advising Center and the Office of Career Development can help you begin this process.

### Academic

- Establish good study habits and know your Grade Point Average requirements.
- Generate a four-year academic plan with your Academic Adviser (Fall semester).
- Meet with your Academic Adviser at least twice per semester.
- Establish Faculty Relationships.
- Undertake career field related volunteer work that provides you with hands on experience.
- Investigate undergraduate activities and get involved in clubs and organizations.
- If interested in the Health Professions, sign up for the Clinical Exploration Program (CEP)-Math Science Technology (MST) (Fall semester).
- Explore Academic Services; get tutoring assistance as needed.
- Build a strong relationship with faculty; visit during office hours.
- Review your Curriculum Advising and Program Planning (CAPP) report.
- Attend Library workshops to learn research strategies.

### Career

- Get acquainted with the “Undergrad Career Resources” SharkLink tab for career planning assistance.
- Ask a Career Adviser about the career assessments available to learn about yourself and assist in identifying skills and strengths.
- Talk about your career interests with parents, friends, professors, and professionals.
- Develop a winning resume. Continue to update the document as your experience and skills enhance.
- Attend Fall and Spring Internship and Job Fairs to explore options and meet professionals in your fields of interest.
- Create your CAREER*Shark* profile at [www.nova.edu/careershark](http://www.nova.edu/careershark) and begin to explore how to search internships and jobs posted to NSU.
- Follow the Office of Career Development on Facebook and Twitter to keep informed of workshops and events.
- Create a LinkedIn account and update your profile.
- View informational interviews of NSU alumni in different career fields on [www.nova.edu/career](http://www.nova.edu/career).

## 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.

### Academic

- Stay on track: Verify your GPA.
- Begin to solicit faculty evaluations/recommendations.
- Finalize major selection.
- Continue volunteer work.
- Continue to work with the Office of Career Development to plan an internship.
- Remain active with clubs/ organizations.
- Meet with your Academic Adviser at least once each semester (Fall and Winter semesters).
- Explore research opportunities if appropriate in your major.
- Review your CAPP report.
- If you are considering graduate or professional school, begin investigating programs of interest, and prepare for appropriate admissions testing: GMAT, LSAT, MCAT, GRE.
- Continue to broaden faculty contact.

### Career

- Continue to expand your knowledge of career options.
- Practice your 30-second commercial with your Career Adviser
- Conduct informational interviews with people who work in career fields of interest to you.
- Spend a day on the job with a professional.
- Learn more about the job market by browsing through the Occupational Outlook Handbook and O\*NET at [www.onetonline.org](http://www.onetonline.org).
- Work with a Career Adviser to learn about internship, part-time, and summer opportunities that will help you gain work experience and learn more about your work preferences.
- Make a Mock Interview appointment to practice interviewing for an internship.
- Attend Fall and Spring Internship and Job Fairs to explore options and meet professionals.
- Apply to professional organizations related to your interests—many have a discounted student membership fee.

## 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.

### Academic

- Continue meetings with your Academic Adviser at least once each semester, and complete a Junior Audit.
- Maintain a competitive GPA.
- Serve on a committee/organization and seek a meaningful leadership position.
- Attend information sessions and programs sponsored by NSU.
- Begin researching travel study opportunities.
- Have back-up plans for graduate/professional school worked out.
- Request your transcript and check for accuracy (Fall semester).
- Prepare for graduate/professional school applications and any required standardized tests.

### Career

- Narrow down your choices and discuss your career ideas with a Career Adviser.
- Consult a Career Adviser to discuss graduate school application components or to have your personal statement reviewed.
- Research companies and work environments. Pinpoint organizations with job titles that use your skills and for which you believe you are a good match.
- Attend Graduate School Fair to meet recruiters and learn more about institutions and programs.
- Begin to establish professional contacts to assist with your job search campaign by joining pre-professional student associations or professional organizations within the community.
- Continue to shadow professionals and conduct informational interviews with those in your field of choice.
- Participate in an internship or externship program to refine skills and build your professional network.

## SENIOR YEAR—DEFINE OPTIONS

Continue to excel academically and set reasonable career goals for yourself. Soon, you will transition to graduate school or a career position. Submit graduate school applications, letters of reference, and test scores early. Through your experiences and professional network, you can define some of your specific options.

### Academic

- Complete applications for professional school and submit.
- Follow up with faculty and others writing recommendation letters to make sure they are sent to the appropriate graduate/professional program.
- Meet with your Academic Adviser (Fall semester) to conduct Senior Audit and review progress towards graduation.
- Request your final transcript.
- Make sure that the information on your transcript is accurate.
- Consider mentoring freshman students on campus via clubs/organizations.
- Complete online degree application (early in Winter semester).
- Attend Baccalaureate Reception (day before Commencement).
- Submit graduate school applications, letters of reference, and test scores early.

### Career

- Identify industries and employers you would like to work for, and meet with a Career Adviser to develop strategies to target them.
- Explore all opportunities. Attend career fairs and employer presentations. Check CAREERShark for job and internship possibilities.
- Target your resume and cover letter to specific organizations and positions. Discuss with a Career Adviser.
- Make another Mock Interview appointment to hone interviewing skills.
- Attend conventions, conferences, and networking events to expand your networking contacts.
- Use your contacts to identify job opportunities and get referrals.
- Review Graduate and Professional school application components with your Career Adviser.