

Undergraduate Plan

The following recommendations for undergraduate students are provided to assist you in your career decision/planning process. Please use these recommendations to evaluate your particular situation and identify areas where you need to take action

FRESHMEN

-AWARENESS-

As a new student your concerns about a major and a career may be just beginning. By planning how you will involve yourself in different courses and experiences and by exploring career ideas with your adviser and career counselor, you will begin to be responsible for your future.

RECOMMENDATIONS

1. Meet with a Career Counselor, and visit the Career Development Center (CDC) and Career Resource Center (CRC) to become familiar with the resources available to you.
2. Conduct self-exploration activities such as interest inventories.
3. Read one book on career development, and read your college handbook to become familiar with majors available at SIUE.
4. Take the AD 117 course, Career Planning and Development offered each fall and spring.
5. Explore all student services, clubs, organizations, student government, SLDP, and extracurricular activities on campus. Choose those you wish to join.
6. Attend or volunteer at the SIUE career fairs held twice a year.
7. Volunteer a minimum of twice per semester in organizations you are curious about.
8. Conduct a minimum of three informational interviews and/or "shadow" a professional in a field of possible interest.
9. Make a tentative career choice.
10. Attend a CDC orientation session and register with the CDC.
11. Work on-campus through Student Employment to gain work experience
12. Find a career-related summer job, co-op, internship, practicum or volunteer position.
13. Update your registration data and resume on-line as needed. You are required to update at least in Dec. & June each year.

SOPHOMORES

-EXPLORATION-

You may want to declare your major at this time. Students are required to declare a major after 60 hours (the end of the sophomore year). By meeting with advisors, faculty and career counselors, you can obtain the information you need to make this important decision. Now is the time to begin exploring experiential education options to give you relevant experience and help confirm your choice of career.

RECOMMENDATIONS

1. Meet with advisors, faculty, and career counselors about career options.
2. Continue researching career interests and the range of options available for your major through the CRC.
3. Read one book on career development.
4. Take the AD117 course, Career Planning and Development, if not taken before.
5. Choose electives that will give you transferable skills. Learn computer skills.
6. Attend or volunteer at the SIUE career fairs to begin networking and gathering information about companies that interest you.
7. Participate in Student Government, clubs, or organizations.
8. Conduct a minimum of three informational interviews, or "shadow" professionals in your field(s) of interest. Utilize the eASK (e-Alumni Sharing Knowledge – on the internet) program.
9. Develop a professional resume.
10. Obtain career-related experience through co-ops, internships, practicums or volunteering.
11. Update your registration data and resume on-line as needed. You are required to update at least in Dec. & June each year.

JUNIORS

-PLANNING-

Graduation may not be as far off as you think! It's not too early to identify and gather information about organizations and/or graduate schools. You need to know the steps necessary for gaining meaningful employment or admission into graduate school.

RECOMMENDATIONS

1. Review your academic program with an advisor to verify degree requirements.
2. Meet with a Career Counselor and consider graduate school vs. employment.
3. Identify at least three career options within your field of interest, and at least eight skills that translate into a career option.
4. Take graduate school exams and visit prospective graduate schools in the summer.

5. Read one book on career planning or career strategies.
6. Demonstrate leadership, teamwork and self-discipline in a measurable way by taking an active role in clubs, activities or professional organizations.
7. Update your professional resume.
8. Participate in a mock interview to see and hear on video what potential employers will see.
9. Attend and volunteer at the SIUE career fairs.
10. Conduct a minimum of three informational interviews with professionals in fields of interest. Utilize the eASK program.
11. Practice writing effective cover letters.
12. Begin to prepare your professional portfolio if applicable.
13. Update your registration with the CDC to obtain a new co-op position and prepare for on-campus interviewing. Also explore internships, practicums, and volunteer opportunities.
14. Update your registration data and resume on-line as needed. You are required to update at least in Dec. & June each year.

SENIORS

-COMMITMENT-

It's time to make final decisions about your career options or attending graduate school. Stay in touch with the CDC for both information about job openings and assistance with your personal presentation skills. Be sure to let the CDC know when and where you become employed or are admitted to a graduate school!

RECOMMENDATIONS

1. Read one book on job search strategies.
2. Develop a job search plan complete with strategies that will work for you.
3. Read national publications/periodicals relevant to your career area.
4. Use the CRC to research companies and to regularly check available job listings on-line on Cougar Jobline and other internet job listings.
5. Consider the companies that will be doing on-campus recruiting. Sign up to interview with those that interest you.
6. Attend SIUE Career Fairs and other job/career fairs. Dress professionally and bring your final resume
7. Develop your list of references.
8. Continue your networking and informational interviewing activities.
9. Update your registration data and resume on-line as needed. You are required to update at least in Dec. & June each year.