

Four-Year Career Development Plan

First Year → Imagine

Academics	Career Planning	Network Building & Extracurricular	First Summer
<p>Begin an academic plan</p> <ul style="list-style-type: none"> <input type="checkbox"/> Make an appointment with an Academic Advisor to explore areas of interest and register for courses <input type="checkbox"/> Meet with your Academic Advisor after midterms to evaluate your learning strategies and continue discussion about academic interests and long-term goals. <input type="checkbox"/> Meet with your Academic Advisor after first semester grades are received <input type="checkbox"/> Complete the Hopes and Dreams Survey <input type="checkbox"/> Enroll in CRDV 1090 to explore Majors, Internships, and Jobs <p>Become familiar with online and other academic resources</p> <ul style="list-style-type: none"> <input type="checkbox"/> Academic Advising web site <input type="checkbox"/> Gibson Online <input type="checkbox"/> Degree audit <input type="checkbox"/> Tutoring Center <input type="checkbox"/> Academic Success Center <p>Explore academic opportunities</p> <ul style="list-style-type: none"> <input type="checkbox"/> Visit Schools' and Departments' web sites to learn about major requirements <input type="checkbox"/> Talk to faculty members about your interests outside of class <input type="checkbox"/> Review "What Can I Do With A Major in..." materials <p>Research Study Abroad options for Sophomore Year</p> <ul style="list-style-type: none"> <input type="checkbox"/> Identify options and prioritize choices 	<p>Become familiar with Tulane Career Center resources</p> <ul style="list-style-type: none"> <input type="checkbox"/> Make an appointment with a Career Coach to learn about resources and explore career options <input type="checkbox"/> Visit the HireTulaneGrads.com website to learn about online resume-writing and internship-search resources <p>Attend career programming on campus, career fairs, and employer information sessions</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review and register for career events in Handshake <p>Utilize self-assessment tools to learn about yourself</p> <ul style="list-style-type: none"> <input type="checkbox"/> Take the "Do What You Are" assessment; meet with a Career Coach to evaluate results <input type="checkbox"/> Inquire about other career readiness assessments (i.e., Myers-Briggs Type Indicator) and evaluate results with your Career Coach <p>Draft your first college resume</p> <ul style="list-style-type: none"> <input type="checkbox"/> Attend a resume workshop <input type="checkbox"/> Review Tulane Career Center samples online or in the office <input type="checkbox"/> Make an appointment with a Career Coach for feedback <p>Start to get experience</p> <ul style="list-style-type: none"> <input type="checkbox"/> Volunteer in the New Orleans community <input type="checkbox"/> Find a part-time wage job on or off campus <p>Attend a Career Wave Signature Event</p> <ul style="list-style-type: none"> <input type="checkbox"/> Register for the Signature Event in January 	<p>Get involved on campus in a club or activity</p> <ul style="list-style-type: none"> <input type="checkbox"/> Join a student organization to pursue a special interest <input type="checkbox"/> Join an academic club or group <input type="checkbox"/> Play Intramural sports <input type="checkbox"/> Work on projects involving teamwork <p>Begin to build your network</p> <ul style="list-style-type: none"> <input type="checkbox"/> Meet with each of your professors outside of class at least once during the semester <input type="checkbox"/> Create an account on Tulane Connect and reach out to potential alumni mentors <input type="checkbox"/> Identify relevant Tulane faculty and professional staff on campus and introduce yourself <input type="checkbox"/> Identify family and friends who can provide support, feedback, and potential career connections <input type="checkbox"/> Plan at least one informational interview per semester in an industry or organization you're interested in <input type="checkbox"/> Work with a Career Coach to perfect your elevator pitch <p>Consider your online presence</p> <ul style="list-style-type: none"> <input type="checkbox"/> Begin to think of your professional online presence— use LinkedIn, Facebook, Google+, Twitter, Instagram, blogs, and other social media to share your goals and accomplishments <input type="checkbox"/> Assure that your social media accounts portray you in the best possible light; potential employers will check out your online reputation prior to interviews 	<p>Work an internship, summer wage job, or research project</p> <ul style="list-style-type: none"> <input type="checkbox"/> Choose a job or industry you might potentially like to pursue after graduation <input type="checkbox"/> Meet with coaches in the Tulane Career Center to explore opportunities for competitive internships (usually selected over the winter/early spring) <input type="checkbox"/> Visit the Center for Public Service to learn about public service and internship opportunities

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<p>Review Newcomb-Tulane core curriculum</p> <ul style="list-style-type: none"> ☐ Meet with your Academic Advisor to review your academic activity and confirm your understanding of graduation requirements <p>Narrow down your choices of study</p> <ul style="list-style-type: none"> ☐ Officially declare a major (Spring) ☐ Meet with your assigned Faculty Advisor after you officially declare a major ☐ Meet with your Academic Advisor to discuss your four-year plan and update your progress in both Fall and Spring semesters <p>Complete your first-tier Public Service requirement</p> <ul style="list-style-type: none"> ☐ Explore options related to personal, academic, and professional goals <p>Research a Study Abroad program</p> <ul style="list-style-type: none"> ☐ Identify options and finalize choices ☐ Complete the Intent to Study Abroad application and note deadlines for secondary applications 	<p>Meet with a Career Coach to assess your goals and review your career plan</p> <p>Continue to explore career options</p> <ul style="list-style-type: none"> ☐ Attend the Fall and Spring career fairs. Ask lots of questions! ☐ Attend employer Information Sessions ☐ Identify a career mentor; research job shadowing opportunities ☐ Conduct Informational Interviews to continue your research into the industries you're most interested in <p>Continue self-assessment activities</p> <ul style="list-style-type: none"> ☐ Meet with a Career Coach to explore other assessment activities to identify your strengths and interests <p>Update your resume</p> <ul style="list-style-type: none"> ☐ Include site experiences from last summer, major coursework, and/or projects you completed ☐ Make an appointment with a Career Coach or Career Peer Mentor to review your resume <p>Activate your account in Handshake</p> <ul style="list-style-type: none"> ☐ Complete your profile and upload your resume ☐ Research employers and review job listings ☐ Watch for Career Center events and announcements <p>Get experience</p> <ul style="list-style-type: none"> ☐ Obtain a relevant summer job or internship ☐ Volunteer in the New Orleans community <p>Attend a Career Wave Signature Event</p> <ul style="list-style-type: none"> ☐ Register for the Signature Event in January 	<p>Add to your list of networking relationships</p> <ul style="list-style-type: none"> ☐ Interact with Tulane alumni through campus events ☐ Utilize TulaneConnect.com meet Tulane alumni, leverage your professional network to get introduced to people you should know, and advance your career through inside connections working in top companies ☐ Take a professor out for coffee or lunch and get feedback on your career plans and industry interests <p>Foster existing networking relationships</p> <ul style="list-style-type: none"> ☐ Stay in touch with former employers and favorite teachers/professors ☐ Update important career-related contacts about your plans and progress ☐ Review your LinkedIn profile; make new industry connections <p>Get involved on campus or in the community</p> <ul style="list-style-type: none"> ☐ Become involved in departmental activities by attending receptions, symposia, volunteering for committee work open to students, and meeting guest speakers. ☐ Join another club or campus organization that supports your interests ☐ Volunteer for short-term community service activities ☐ Seek out a leadership position in a residence hall, campus organization, or class project 	<p>Explore internship opportunities</p> <ul style="list-style-type: none"> ☐ Work at an internship or summer job in an industry or field that you might like to pursue after graduation or that supports your graduate school plans ☐ Check out opportunities in Handshake, visit your Tulane Career Center coach, or the Center for Public Service (CPS) for available opportunities ☐ Explore online resources such as UCAN, Internships.com, and Going Global for opportunities ☐ View the weekly list of “Top 30 Internships” in Liberal Arts ☐ View the weekly list of “Top 30 Internships” in Science & Engineering ☐ Ask faculty and advisors in your school or department for industry and research opportunities <p>Consider “site experiences” to complement summer wage jobs</p> <ul style="list-style-type: none"> ☐ If your summer job can't be described as an internship, supplement with one or more “site experiences” where you spend a few hours, days, or weeks in organizations or companies to learn more about a job or industry

Academics	Career planning	Network building & Extracurricular	Third Summer
<p>Consider options for post-graduate education</p> <ul style="list-style-type: none"> <input type="checkbox"/> Talk to your Faculty Advisor about post-graduate opportunities and deadlines <input type="checkbox"/> Attend the Graduate School Fair in the Fall and meet with a Pre-Graduate School advisor in Academic Advising <input type="checkbox"/> Research schools and programs and make note of application deadlines and types of entrance exams required <input type="checkbox"/> Correspond with faculty in graduate schools of interest <input type="checkbox"/> Plan to take the GRE (if required) late in the Spring semester or in June of the coming summer <input type="checkbox"/> If applying for elite graduate fellowships (Rhodes, Watson, Marshall, etc.), begin preparing your application during Fall semester <input type="checkbox"/> If you're headed to graduate school, consider going to summer school at one of your targeted institutions (take classes related to your grad school plans) <p>Consider options for professional schools</p> <ul style="list-style-type: none"> <input type="checkbox"/> Meet with a Pre-Professional advisor in Academic Advising <input type="checkbox"/> Prepare professional school applications and meet deadlines <input type="checkbox"/> Register in March to take the April MCAT if heading to medical school (you can take it again in August if you don't like your score) <input type="checkbox"/> Register in November to take the December LSAT for law school, or in January for the February sitting (you can take it again in June or October of the following year if you don't like your score) <p>Consider a Study Abroad program if you haven't already</p> <ul style="list-style-type: none"> <input type="checkbox"/> Select an opportunity that supports your career goals <p>Assess your academic plans</p> <ul style="list-style-type: none"> <input type="checkbox"/> If you haven't already, settle on a major and meet with your Academic Advisor to plan the sequence of courses that will allow you to graduate on time <input type="checkbox"/> Meet with your Faculty Advisor to assess your academic plans and progress and how it supports your career plans <p>Review your and progress toward degree</p> <ul style="list-style-type: none"> <input type="checkbox"/> Access your degree audit and meet with your Academic and Faculty advisors to assess your academic progress and how it supports your career plans 	<p>Research employers and narrow career interests</p> <ul style="list-style-type: none"> <input type="checkbox"/> Conduct informational interviews with professionals in your field of study or career focus <input type="checkbox"/> Identify potential employers by attending Fall/Spring Career Fairs and employer information sessions <input type="checkbox"/> Research mission, workplace culture, and salaries at companies and organizations you're interested in <p>Obtain career-related experience</p> <ul style="list-style-type: none"> <input type="checkbox"/> Participate in research and/or creative projects <input type="checkbox"/> Seek out one or more job-shadowing experiences with professionals in your field <input type="checkbox"/> Spend the day with a professional in your field or industry of interest <input type="checkbox"/> Contact professional organizations to identify opportunities <p>Build your LinkedIn profile</p> <ul style="list-style-type: none"> <input type="checkbox"/> Learn how to use LinkedIn to maximize networking opportunities <input type="checkbox"/> Join LinkedIn special interest groups <input type="checkbox"/> Use LinkedIn to identify Tulane alumni and reach out to introduce yourself <p>Update your resume</p> <ul style="list-style-type: none"> <input type="checkbox"/> Include internships, major coursework, and/or class projects you completed <input type="checkbox"/> Make an appointment with a Career Coach or Career Peer Mentor to review your resume <input type="checkbox"/> Try to attend at academic conference in your field <p>Update your Handshake profile</p> <ul style="list-style-type: none"> <input type="checkbox"/> Upload an updated resume <input type="checkbox"/> Update interests and notifications <p>Define your professional self</p> <ul style="list-style-type: none"> <input type="checkbox"/> Begin to assemble a professional wardrobe <input type="checkbox"/> Learn business etiquette <input type="checkbox"/> Refine your online presence <input type="checkbox"/> Practice interview skills; conduct a mock interview with a Career Coach <input type="checkbox"/> Update voicemail and email accounts <p>Attend Career Wave's Signature Event</p> <ul style="list-style-type: none"> <input type="checkbox"/> Register to attend the Signature Event in January 	<p>Continue to build and expand your professional network</p> <ul style="list-style-type: none"> <input type="checkbox"/> Focus on contacts and connections in your career area <input type="checkbox"/> Create a list of references to accompany your resume <input type="checkbox"/> Attend Homecoming events and seek out Tulane alumni in industries and professions you're interested in <input type="checkbox"/> Continue to meet with faculty outside of the classroom <input type="checkbox"/> Continue to talk about your career goals with everyone you met <p>Identify a mentor</p> <ul style="list-style-type: none"> <input type="checkbox"/> Create or update your account in TulaneConnect and identify potential mentor relationships with Tulane alumni <input type="checkbox"/> Research professional associations and industry-specific organizations to join <p>Draft a plan for your first year after graduation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Think about your ideal work, lifestyle, proximity to friends and family, values, and longer term goals <input type="checkbox"/> Project financial needs and draft a realistic budget <input type="checkbox"/> Meet with your Career Coach to help you write your plan 	<p>Obtain career-related experience with an internship</p> <ul style="list-style-type: none"> <input type="checkbox"/> Begin preparing in the Fall to identify an internship opportunity in this most important summer <input type="checkbox"/> Work at an internship or summer job in the industry or field that you want to pursue after graduation or that supports your graduate school plans <input type="checkbox"/> Check out opportunities in Handshake, with your Tulane Career Center coach, and in your major department <input type="checkbox"/> Explore online resources such as UCAN, Internships.com, and Going Global for opportunities <input type="checkbox"/> Ask faculty and advisors in your school or department for industry and research opportunities <input type="checkbox"/> When your internship is over, ask for a letter of recommendation from your supervisor

Academics	Career planning	Network building and extracurricular	Summer after graduation
<p>File your application in the Fall for Spring graduation</p> <p>Complete the graduation check</p> <ul style="list-style-type: none"> <input type="checkbox"/> Meet with your Academic Advisor to assess core curriculum requirements <input type="checkbox"/> Meet with your Faculty Advisor to assess major graduation requirements <p>Finalize preparations for graduate or professional school (if applicable)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Meet with professors about your graduate school plans during the first weeks of classes, seek their advice, and identify potential authors of letters of recommendation <input type="checkbox"/> Work closely with your Pre-Health advisors if you plan to go to medical school <input type="checkbox"/> Get all of your non-medical school applications in (deadlines vary, but apply at least 30-90 days early) <input type="checkbox"/> Schedule any remaining GRE subject tests (if necessary) 	<p>Fine tune your job search strategy (early Fall)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Apply to the Senior Year Experience program and meet with a trained job search coach in the Tulane Career Center <input type="checkbox"/> Identify your top 20 desired employers and research employment opportunities <input type="checkbox"/> Identify potential hiring managers at targeted employers <input type="checkbox"/> Establish a realistic time line for your job search <input type="checkbox"/> Search advertised openings on general and niche job boards <p>Update your resume and get it reviewed</p> <ul style="list-style-type: none"> <input type="checkbox"/> Field test your resume with parents, peers, mentor, faculty advisors, and professors and ask for feedback <p>Create a professional portfolio--include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> An up-to-date resume <input type="checkbox"/> Letters of recommendation <input type="checkbox"/> Unofficial transcript <input type="checkbox"/> Work/writing samples <input type="checkbox"/> Academic projects <p>Update your Handshake profile</p> <p>Apply for at least 20 jobs during your first semester</p> <p>Refine your professional self</p> <ul style="list-style-type: none"> <input type="checkbox"/> Develop your 30-second pitch (who you are, what you have to offer, and what you're looking for) <input type="checkbox"/> Participate in a mock interview with your Career Coach <p>Obtain letters of recommendation/references</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ask professors who can speak to your strengths, talents, and work ethic <input type="checkbox"/> Ask for a signed letter in PDF format so you can either attach it to an email, upload it to an HR application system, or print a hard copy <p>Attend Career Wave's Signature Event</p> <ul style="list-style-type: none"> <input type="checkbox"/> Register to the Signature Event in January 	<p>Work your network</p> <ul style="list-style-type: none"> <input type="checkbox"/> Build a networking list of professionals in your targeted field who can help you find a job <input type="checkbox"/> No matter what your major, participate in on-campus interviews with companies you're interested <input type="checkbox"/> Attend alumni luncheons <input type="checkbox"/> Continue to conduct informational interviews at companies and organizations of interest <input type="checkbox"/> Expand your LinkedIn network to include alumni, new contacts, peers, professional acquaintances of parents and friends' parents, and faculty <input type="checkbox"/> Correspond with key contacts and announce your job search plans <input type="checkbox"/> Attend Fall and Spring career fairs <input type="checkbox"/> Attend local and regional professional association conferences, events, and meetings <input type="checkbox"/> Identify sorority/fraternity alumni contacts and establish formal connections 	<p>If you land a job before graduation:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Congratulations! <p>If admitted to grad school:</p> <ul style="list-style-type: none"> <input type="checkbox"/> This is a "free" summer -- pursue a service opportunity or travel adventure <input type="checkbox"/> Take a summer wage job and rest your mind <input type="checkbox"/> Find or create an internship opportunity related to your academic interest <p>If launching a career, but without a job yet:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Meet with your Career Coach to run a systematic search <input type="checkbox"/> Find a post-baccalaureate internship or summer job in an industry or field that you would potentially like to pursue as a career <input type="checkbox"/> Stay in touch with professors who may continue to help you make connections <input type="checkbox"/> Continue to look for work you're interested in and passionate about that requires your degree and accumulated skills and not settle <p style="text-align: right;"><i>"Choose a job you love, and you will never have to work a day in your life."</i></p> <p style="text-align: right;"><i>—Confucius</i></p>