Freshman Year

### Four-Year Career Development Plan

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<th>Academics</th>
<th>Career Planning</th>
<th>Network Building &amp; Extracurricular</th>
<th>First Summer</th>
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<tr>
<td>Begin an academic plan</td>
<td>Make an appointment with a Career Coach to learn about resources and explore career options</td>
<td>Get involved on-campus</td>
<td>Work an internship, summer wage job, or research opportunity</td>
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<tr>
<td>- Make an appointment with an Academic Advisor to explore areas of interest and register for courses</td>
<td>- Visit the HireTulaneGrads.com website to learn about online resume-writing and internship-search resources</td>
<td>– Join a student organization to pursue a special interest</td>
<td>– Choose a job or industry you might potentially like to pursue after graduation</td>
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<tr>
<td>- Meet with your Academic Advisor after midterms to evaluate your learning strategies and continue discussion about academic interests and long-term goals.</td>
<td>- Visit a scheduled Employer of Day in the LBC</td>
<td>– Join an academic club or group</td>
<td>– Meet with coaches in the Tulane Career Center to explore opportunities for competitive internships (usually selected over the winter/early spring)</td>
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<tr>
<td>- Meet with your Academic Advisor after first semester grades are received</td>
<td>- Attend career planning events</td>
<td>– Play Intramural sports</td>
<td>– Visit the Center for Engaged Learning &amp; Teaching to learn about career-related activities such as internships, externships, and co-operative learning.</td>
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<td>- Take the Hopes and Dreams Survey</td>
<td>- Attend employer information sessions</td>
<td>– Work on projects involving team work</td>
<td>– Visit the Center for Public Service to learn about public service and internship opportunities</td>
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<td>- Enroll in CRDV 1090 to explore Majors, Internships, and Jobs</td>
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<tr>
<td>Become familiar with online and other academic resources</td>
<td>Utilize Self-Assessment tools</td>
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<tr>
<td>- Academic Advising web site</td>
<td>- Take the “Do What You Are” assessment; meet with a Career Coach to evaluate results</td>
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<td>- Gibson Online</td>
<td>- Inquire about other career readiness assessments (i.e., Myers-Briggs Type Indicator) and evaluate results with a Career Coach</td>
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<tr>
<td>- Degree audit</td>
<td>Draft your first college resume</td>
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<td>- Tutoring Center</td>
<td>- Attend a resume workshop</td>
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<tr>
<td>- Academic Success Center</td>
<td>- Review Tulane Career Center samples online or in the office</td>
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<tr>
<td>Explore academic opportunities</td>
<td>- Make an appointment with a Career Coach for feedback</td>
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<tr>
<td>- Visit Schools' and Departments' web sites to learn about major requirements</td>
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<td>- Talk to faculty members about your interests outside of class</td>
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<tr>
<td>- Review “What Can I Do With A Major in…” materials</td>
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<tr>
<td>Research a Study Abroad options for Sophomore Year</td>
<td>Start to get experience</td>
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<tr>
<td>- Identify options and finalize choices</td>
<td>- Volunteer in the New Orleans community</td>
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<td></td>
<td>- Find a part-time wage job on or off campus</td>
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<td>Attend CareerWave’s Signature Event</td>
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<td></td>
<td>- Register to the Signature Event in January</td>
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</table>

Consider your online presence

- 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
- Assure that your social media accounts portray you in the best possible light; potential employers will check our your online reputation prior to interviews
# Sophomore Year

## Academics

- **Review Newcomb-Tulane core curriculum requirements**
  - Meet with your Academic Advisor to review your academic activity and confirm your understanding of graduation requirements

- **Narrow down your choices of study**
  - 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 4-year plan and update your progress in both Fall and Spring semesters

- **Complete first-tier Public Service requirement**
  - Explore options related to personal, academic, and professional goals

- **Research a Study Abroad program**
  - Identify options and finalize choices
  - Complete the Intent to Study Abroad application and note deadlines for secondary applications

## Career planning

- **Meet with a Career Coach to assess your goals and review your Career plan**

- **Continue to explore career options**
  - Attend the Fall and Spring Career Fairs. Ask lots of questions!
  - Check out the Employer of the Day in the LBC (scheduled weekly)
  - Attend employer Information Sessions
  - Identify a career mentor; research job shadowing opportunities
  - Build a list of people to include in your network or industry.
  - Conduct Informational Interviews to continue your research into the industries you’re most interested in

- **Continue self-assessment activities**
  - Meet with a Career Coach to explore other assessment activities to identify your strengths and interests

- **Update your resume**
  - 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

- **Register for Tulane’s WaveLink database**
  - Research employers and review job listings
  - Watch for Career Center announcements
  - Upload your resume

- **Get experience**
  - Obtain a relevant summer job or internship
  - Volunteer in the New Orleans community

- **Attend CareerWave’s Signature Event**
  - Register to the Signature Event in January

## Network building & Extracurricular

- **Add to your list of networking relationships**
  - 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

- **Foster existing networking relationships**
  - 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

- **Get involved on campus or in the community**
  - 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

## Second Summer

- **Explore internship opportunities**
  - Work at an internship or summer job in an industry or field that you would potentially like to pursue after graduation or that supports your graduate school plans (if you don’t like it, you can still change direction successfully)
  - Check out opportunities in WaveLink, your Tulane Career Center coach, the Center for Public Service (CPS), and WaveLink
  - Explore online resources such as UCAN, Internships.com, and Going Global
  - View the daily list of “Top 10 Internships” in your area
  - Ask faculty and advisors in your school or department for industry and research opportunities

- **Consider “site experiences” to complement summer wage jobs**
  - If your summer job can’t be described as an internship, supplement with one or more “site experiences” where you volunteer hours, days, or weeks in organizations or companies to learn more about a job or industry
### Junior Year

#### Academics
- Consider options for post-graduate education
  - Talk to your Faculty Advisor about post-graduate opportunities and deadlines
  - Attend the Graduate School fair in the Fall and meet with the Pre-Graduate School Advisor in the Academic Advising Center
  - Research schools and programs making note of application deadlines and type of entrance exam required
  - Correspond with faculty in graduate schools of interest
  - Plan to take the GRE (if required) late in the Spring semester or in June of the coming summer
  - Register in February for an April sitting for the GRE subject test (if required)
  - If applying for elite graduate fellowships (Rhodes, Watson, Marshall, etc.), begin preparing your application during Fall semester
  - 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)

- Consider options for professional schools
  - Meet with a Pre-Professional advisor
  - Prepare for professional school applications and deadlines
  - 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)
  - 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)

- Consider a Study Abroad program if you haven’t already
  - Select an opportunity that supports your career goals

- Assess your academic plans
  - 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
  - Meet with your Faculty Advisor to assess your academic plans and progress and how it supports your career plans

- Review your degree audit and progress toward degree

#### Career planning
- Research employers in depth and narrow career interests
  - Conduct informational interviews with professionals in your field of study or career focus
  - Identify potential employers by attending Fall/Spring Career Fair and employer information sessions
  - Research culture, salaries, and interviewing techniques through online career resources

- Obtain career-related experience
  - Participate in research and/or creative projects
  - Seek out one or more job-shadowing experiences with professionals in your field
  - Spend the day with a professional in your field or industry of interest
  - Contact professional organizations to identify opportunities

- Build your LinkedIn Profile
  - Learn how to use LinkedIn to maximize networking opportunities—workshop, webinar
  - Join LinkedIn special interest groups
  - Use LinkedIn to identify Tulane alumni and reach out to introduce yourself

- Update your resume
  - Include internships, major coursework, and/or class projects you completed
  - Make an appointment with a Career Coach or Career Peer Mentor to review your resume
  - Try to attend at academic conference in your field

#### Network building & Extracurricular
- Continue to build and expand your professional network
  - Focus on contacts and connections in your career area
  - Create a list of references to accompany your resume
  - Attend Homecoming events
  - Continue to meet with faculty outside of the classroom
  - Continue to talk about your career goals with everyone you met

- Identify a mentor
  - Use WaveLink to review potential contacts
  - Research professional associations and industry-specific organizations to join
  - Use TulaneConnect.com to identify potential mentor relationships with Tulane alumni

- Draft a plan for your first year after graduation
  - Think about your ideal work, lifestyle, proximity to friends and family, values, and longer term goals
  - Project financial needs and draft a realistic budget

#### Third Summer
- Obtain career-related experience with an internship
  - Begin preparing in the Fall to identify an internship opportunity in this most important summer
  - Ask for a letter of recommendation from your supervisor
  - 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.
  - Check out opportunities in WaveLink, your Tulane Career Center coach, and WaveLink
  - Explore online resources such as UCAN, Internships.com, Going Global, etc.  MORE HERE
  - View the daily list of “Top 10 Internships” in your area
  - Ask faculty and advisors in your school or department for industry and research opportunities

- Obtaining career-related experience with an internship
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- Draft a plan for your first year after graduation
  - Think about your ideal work, lifestyle, proximity to friends and family, values, and longer term goals
  - Project financial needs and draft a realistic budget
# Senior Year

## Academics

### File your application in the Fall for Spring graduation
- Complete graduation check
  - Meet with your Academic Advisor to assess core curriculum requirements
  - Meet with your Faculty Advisor to assess major graduation requirements

### Finalize preparations for graduate or professional school (if applicable)
- Meet with professors about your graduate school plans during the first weeks of classes, seek their advice, identify potential authors of letters of recommendation
- Get all of your non-med graduate school applications in (deadlines vary, but apply at least 30-90 days early)
- Work closely with your pre-health advisors if you plan to go to medical school
- Schedule any remaining GRE subject tests (if necessary)

## Career planning

### Fine tune your job search strategy (early Fall)
- Apply for Senior Year Experience with a trained job search coach in the Tulane Career Center
- Identify your top 20 desired employers and research employment opportunities
- Identify potential hiring managers at target employers
- Establish a realistic time line for your job search by creating SMART goals
- Search advertised openings on general and niche job boards

### Update your resume and get it reviewed
- Field test your resume with parents, peers, mentor, faculty advisors, and professors and ask for feedback

### Create a professional portfolio. Include:
- An up-to-date resume
- Letters of recommendation
- Unofficial transcript
- Work/writing samples
- Academic projects

### Update your WaveLink profile

### Apply for at least 20 jobs during your first semester

### Refine your professional self
- Develop your 30-second pitch (who you are, what you have to offer, and what you’re looking for)
- Participate in a mock interview with your career coach

### Obtain letters of recommendation/references
- Ask professors who can speak to your strengths, talents, and work ethic
- Provide self-addressed stamped envelopes or email addresses

### Attend CareerWave’s Signature Event
- Register to the Signature Event in January

## Network building & Extracurricular

### Work your network
- Build a networking list of professionals in your targeted field who can help you find a job
- No matter what your major, participate in on-campus interviews if you’re interested in the industries that send recruiters to campus
- Attend alumni luncheons
- Continue to conduct informational interviews at companies and organizations of interest
- Expand your LinkedIn network to include alumni, new contacts, peers, professional acquaintances of parents and friends’ parents, and faculty
- Correspond with key contacts and announce your job search plans
- Attend Fall and Spring career fairs
- Attend local and regional professional association conferences, events, and meetings
- Identify sorority/fraternity alumni contacts and establish formal connections

## Summer after graduation

### If you land a job before graduation:
- Congratulations!

### If admitted to grad school:
- This is a “free” summer – pursue a service opportunity or travel adventure
- Take a summer wage job and rest your mind
- Find or create an internship opportunity related to your academic interest

### If launching a career, but without a job yet:
- Meet with your Career Coach to run a systematic search
- Find a post-baccalaureate internship or summer job in an industry or field that you would potentially like to pursue as a career
- Stay in touch with professors who may continue to help you make connections
- Continue to look for work you’re interested in and passionate about that requires your degree and accumulated skills and not settle

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"Choose a job you love, and you will never have to work a day in your life." — Confucius