



# 4 – Year Career & Professional Development Plan

ACADEMIC	CAREER	PERSONAL/SOCIAL
<b>FRESHMAN YEAR GOAL: SELF ASSESSMENT</b>		
<ul style="list-style-type: none"> <li>Meet with your academic advisor and explore academic disciplines</li> <li>Sign up for introductory elective courses that interest you</li> <li>Talk with faculty and actively participate in class</li> <li>Develop study and time management skills</li> <li>Maintain a solid GPA</li> </ul>	<ul style="list-style-type: none"> <li>Activate and complete your Handshake Profile at <a href="http://www.kysu.joinhandshake.com">www.kysu.joinhandshake.com</a></li> <li>Meet with a CPDC professional to work on your individualized 4-year plan</li> <li>Explore web-based resources at <a href="http://www.kysu.edu/careers">http://www.kysu.edu/careers</a></li> <li>Attend career-related events/workshops</li> <li>Develop your resume and seek a part-time job, summer job and/or volunteer opportunities</li> <li>Attend career fairs to gain an understanding of opportunities</li> </ul>	<ul style="list-style-type: none"> <li>Join at least one of Kentucky State University's student organizations</li> <li>Maintain a balanced school/social life</li> <li>Attend student programs on campus</li> <li>Attend sporting events on campus</li> <li>Join a mentoring program such as LEAD 1886</li> </ul>
<b>SOPHOMORE YEAR GOAL: EXPLORE OCCUPATIONS</b>		
<ul style="list-style-type: none"> <li>Learn about career options for academic majors through the CPDC, faculty and academic advisors</li> <li>Confirm your major</li> <li>Seek assistance developing an academic plan with your academic advisor according to degree requirements</li> <li>Maintain a solid GPA</li> <li>Consider adding a minor, certificate or endorsement to your academic plan</li> </ul>	<ul style="list-style-type: none"> <li>Attend career programs related to resume and cover letter writing, interviewing and internship searching through the CPDC</li> <li>Schedule an appointment with your departmental Internship Coordinator or CPDC to research internship and summer job opportunities</li> <li>Interview and job shadow professionals in the field related to your area of interest</li> <li>Update <i>Handshake</i> and upload your resume -<a href="http://www.kysu.joinhandshake.com">www.kysu.joinhandshake.com</a></li> </ul>	<ul style="list-style-type: none"> <li>Join a professional organization related to your major</li> <li>Review and reaffirm your values, interests, skills and abilities</li> <li>Participate in volunteer opportunities on campus or within your community</li> <li>Consider the benefits of studying abroad</li> </ul>
<b>JUNIOR YEAR GOAL: NAVIGATING YOUR NETWORK</b>		
<ul style="list-style-type: none"> <li>Consider adding a minor, certificate or endorsement to your academic plan if you have not done so already</li> <li>Participate in an internship experience</li> <li>Meet with your academic advisor to make sure you are still on the right track to graduation</li> <li>Maintain solid GPA</li> <li>Begin graduate school application process and entrance exams if applicable</li> </ul>	<ul style="list-style-type: none"> <li>Research companies/work environments</li> <li>Attend career programs sponsored by the CPDC and other departments</li> <li>Revise resume and have critiqued by CPDC</li> <li>Network with faculty, staff and employers</li> <li>Discuss your career plan(s) with CPDC staff and academic advisor as well as faculty</li> <li>Develop a list of professional references</li> <li>Participate in a mock interview</li> </ul>	<ul style="list-style-type: none"> <li>Start exploring choices after graduation</li> <li>Continue practical experiences through activities, employment and community involvement</li> <li>Take on leadership roles in your student organizations</li> <li>Practice stress management and time management techniques to maintain a healthy social and school life balance</li> </ul>
<b>SENIOR YEAR- IMPLEMENT YOUR OVERALL PLAN</b>		
<ul style="list-style-type: none"> <li>Meet with your academic advisor and confirm graduation status</li> <li>Fill out all necessary graduation documentation</li> <li>Fill out, request and send all necessary graduate school information, i.e., transcripts, financial aid, graduate assistant and scholarship applications</li> <li>Request letters of recommendation from faculty members early in the year</li> <li>Maintain solid GPA</li> </ul>	<ul style="list-style-type: none"> <li>Have your resume critiqued by a CPDC staff member</li> <li>Attend career fairs, participate in on-campus interviews, and plan your job search strategy</li> <li>Attend various CPDC workshops</li> <li>Participate in a mock interview to gain competitive edge</li> <li>Research possible companies/organizations/employment options</li> <li>Notify CPDC of any job offers you receive</li> </ul>	<ul style="list-style-type: none"> <li>Join state and national professional organizations</li> <li>Continue to assess personal and professional post-graduation goals</li> <li>Utilize all services available through CPDC and continue to stay involved</li> <li>Continue to establish and maintain relationships on campus and throughout the community</li> <li>Respond to the "first employment destination" survey emailed from the CPDC</li> </ul>