# Freshman Year

## Academics

- **Begin an academic plan**
  - Make an appointment with an Academic Advisor to explore areas of interest and register for courses
  - Meet with your Academic Advisor after midterms to evaluate your learning strategies and continue discussion about academic interests and long-term goals.
  - Meet with your Academic Advisor after first semester grades are received
  - Take the Hopes and Dreams Survey
  - Enroll in CRDV 1090 to explore Majors, Internships, and Jobs

- **Become familiar with online and other academic resources**
  - Academic Advising website
  - Gibson Online
  - Degree audit
  - Tutoring Center
  - Academic Success Center

- **Explore academic opportunities**
  - Visit Schools' and Departments' websites to learn about major requirements
  - Talk to faculty members about your interests outside of class
  - Review "What Can I Do With A Major in..." materials

- **Research a Study Abroad options for Sophomore Year**
  - Identify options and finalize choices

## Career Planning

- **Become familiar with Tulane Career Services resources**
  - Make an appointment with a Career Coach to learn about resources and explore career options
  - Visit the HireTulaneGrads.com website to learn about online resume-writing and internship-search resources

- **Attend career events on campus, the Fall and Spring Career Fairs, and employer information sessions**
  - Register for the Fall and Spring Career Fairs
  - Visit a scheduled Employer of the Day in the LBC
  - Attend career planning events
  - Attend employer information sessions

- **Utilize Self-Assessment tools**
  - Take the "Do What You Are" assessment; meet with a Career Coach to evaluate results
  - Inquire about other career readiness assessments (i.e., Myers-Briggs Type Indicator) and evaluate results with a Career Coach

- **Draft your first college resume**
  - Attend a resume workshop
  - Review Tulane Career Center samples online or in the office
  - Make an appointment with a Career Coach for feedback

## Network Building & Involvement

- **Get involved on-campus**
  - Join a student organization to pursue a special interest
  - Join an academic club or group
  - Play intramural sports
  - Work on projects involving teamwork

- **Begin to build your network**
  - Meet with each of your professors outside of class at least once during the semester
  - Meet upper-class students (sophomores, juniors, seniors, graduate students)
  - Begin to identify and meet other Tulane faculty, staff, and alumni
  - Identify family and friends who can provide support, feedback, and potential career connections
  - Plan at least one informational interview in an industry you're interested in
  - Work with a Career Coach to perfect your elevator pitch

- **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 your online reputation prior to interviews

## First Summer

- **Work an internship, summer wage job, or research opportunity**
  - Choose a job or industry you might potentially like to pursue after graduation
  - Meet with coaches in the Tulane Career Center to explore opportunities for competitive internships (usually selected over the winter/early spring)
  - Visit the Center for Engaged Learning & Teaching to learn about career-related activities such as internships, externships, and co-operative learning
  - Visit the Center for Public Service to learn about public service and internship opportunities

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**Four-Year Career Plan**

### Freshman Year

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  - Academic Success Center

- **Explore academic opportunities**
  - Visit Schools' and Departments' websites to learn about major requirements
  - Talk to faculty members about your interests outside of class
  - Review "What Can I Do With A Major in..." materials

- **Research a Study Abroad options for Sophomore Year**
  - Identify options and finalize choices
<table>
<thead>
<tr>
<th>SOPHOMORE YEAR</th>
<th>CAREER PLANNING</th>
<th>NETWORK BUILDING &amp; INVOLVEMENT</th>
<th>SECOND SUMMER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ACADEMICS</strong></td>
<td>Meet with a Career Coach to assess your goals and review your Career plan</td>
<td>Add to your list of networking relationships</td>
<td>Explore internship opportunities</td>
</tr>
<tr>
<td>Review Newcomb-Tulane core curriculum requirements</td>
<td>Continue to explore career options</td>
<td></td>
<td>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)</td>
</tr>
<tr>
<td>- Meet with your Academic Advisor to review your academic activity and confirm your understanding of graduation requirements</td>
<td>- Attend the Fall and Spring Career Fairs. Ask lots of questions!</td>
<td>- Utilize TulaneConnect.com to 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</td>
<td>- Check out opportunities in WaveLink, your Tulane Career Center coach, the Center for Public Service (CPS), and WaveLink</td>
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<tr>
<td>Narrow down your choices of study</td>
<td>- Check out the Employer of Day in the LBC (scheduled weekly)</td>
<td>- Take a professor out for coffee or lunch and get feedback on your career plans and industry interests</td>
<td>- Explore online resources such as UCAN, Internships.com, and Going Global</td>
</tr>
<tr>
<td>- Officially declare a major (Spring)</td>
<td>- Attend employer Information Sessions</td>
<td>- Foster existing networking relationships</td>
<td>- View the daily list of “Top 10 Internships” in your area</td>
</tr>
<tr>
<td>- Meet with your assigned Faculty Advisor after you officially declare a major</td>
<td>- Identify a career mentor; research job shadowing opportunities</td>
<td>- Stay in touch with former employers and favorite teachers/professors</td>
<td>- Ask faculty and advisors in your school or department for industry and research opportunities</td>
</tr>
<tr>
<td>- Meet with your Academic Advisor to discuss your 4-year plan and update your progress in both Fall and Spring semesters</td>
<td>- Build a list of people to include in your network or industry.</td>
<td>- Update important career-related contacts about your plans and progress</td>
<td>Consider “site experiences” to complement summer wage jobs</td>
</tr>
<tr>
<td><strong>Complete first-tier Public Service requirement</strong></td>
<td>- Conduct Informational Interviews to continue your research into the industries you’re most interested in</td>
<td>- Review your LinkedIn profile; make new industry connections</td>
<td>- 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</td>
</tr>
<tr>
<td>Explore options related to personal, academic, and professional goals</td>
<td><strong>Research a Study Abroad program</strong></td>
<td><strong>Get involved on campus or in the community</strong></td>
<td></td>
</tr>
</tbody>
</table>
### ACADEMICS
- Participate in research and/or creative projects
- Seek out one or more job-shadowing experiences with professionals
- Ask for a letter of recommendation from your Faculty Advisor
- Use TulaneConnect.com to identify potential mentor opportunities
- Use WaveLink to review potential contacts
- Attend Homecoming events
- Try to attend at least one academic conference in your field

### 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 least one academic conference in your field
- Update your WaveLink profile
  - Upload an updated resume
  - Update notifications (email settings, etc.)
- Define your professional self
  - Begin to assemble a professional wardrobe
  - Learn business etiquette
  - Refine your online presence
  - Practice interview skills; conduct a mock interview with a Career Coach
  - Update voiceicemail and email accounts
- Attend CareerWave’s Signature Event
  - Register to the Signature Event in January

### NETWORK BUILDING & INVOLVEMENT
- 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 meet
- 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 opportunities
- 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

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**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**
<table>
<thead>
<tr>
<th>ACADEMICS</th>
<th>CAREER PLANNING</th>
<th>NETWORK BUILDING &amp; INVOLVEMENT</th>
<th>SUMMER AFTER GRADUATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>File your application in the Fall for Spring graduation</td>
<td>Fine tune your job search strategy (early Fall)</td>
<td>Work your network</td>
<td>If you land a job before graduation:</td>
</tr>
<tr>
<td>Complete graduation check</td>
<td>□ Apply for Senior Year Experience with a trained job search coach in the Tulane Career Center</td>
<td>□ Build a networking list of professionals in your targeted field who can help you find a job</td>
<td>□ Congratulations!</td>
</tr>
<tr>
<td>□ Meet with your Academic Advisor to assess core curriculum requirements</td>
<td>□ Identify your top 20 desired employers and research employment opportunities</td>
<td>□ No matter what your major, participate in on-campus interviews if you’re interested in the industries that send recruiters to campus</td>
<td>If admitted to grad school:</td>
</tr>
<tr>
<td>□ Meet with your Faculty Advisor to assess major graduation requirements</td>
<td>□ Identify potential hiring managers at target employers</td>
<td>□ Attend alumni luncheons</td>
<td>□ This is a “free” summer – pursue a service opportunity or travel adventure</td>
</tr>
<tr>
<td>Finalize preparations for graduate or professional school (if applicable)</td>
<td>□ Establish a realistic time line for your job search by creating SMART goals</td>
<td>□ Continue to conduct informational interviews at companies and organizations of interest</td>
<td>□ Take a summer wage job and rest your mind</td>
</tr>
<tr>
<td>□ Meet with professors about your graduate school plans during the first weeks of classes, seek their advice, identify potential authors of letters of recommendation</td>
<td>□ Search advertised openings on general and niche job boards</td>
<td>□ Expand your LinkedIn network to include alumni, new contacts, peers, professional acquaintances of parents and friends’ parents, and faculty</td>
<td>□ Find or create an internship opportunity related to your academic interest</td>
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<tr>
<td>□ Get all of your non-med graduate school applications in (deadlines vary, but apply at least 30-90 days early)</td>
<td>□ Update your resume and get it reviewed</td>
<td>□ Correspond with key contacts and announce your job search plans</td>
<td>If launching a career, but without a job yet:</td>
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<tr>
<td>□ Work closely with your pre-health advisors if you plan to go to medical school</td>
<td>□ Field test your resume with parents, peers, mentor, faculty advisors, and professors and ask for feedback</td>
<td>□ Attend Fall and Spring career fairs</td>
<td>□ Meet with your Career Coach to run a systematic search</td>
</tr>
<tr>
<td>□ Schedule any remaining GRE subject tests (if necessary)</td>
<td>□ Create a professional portfolio. Include:</td>
<td>□ Attend local and regional professional association conferences, events, and meetings</td>
<td>□ Find a post-baccalaureate internship or summer job in an industry or field that you would potentially like to pursue as a career</td>
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<tr>
<td></td>
<td>□ An up-to-date resume</td>
<td>□ Identify sorority/fraternity alumni contacts and establish formal connections</td>
<td>□ Stay in touch with professors who may continue to help you make connections</td>
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<td></td>
<td>□ Letters of recommendation</td>
<td></td>
<td>□ Continue to look for work you’re interested in and passionate about that requires your degree and accumulated skills and not settle</td>
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<tr>
<td></td>
<td>□ Unofficial transcript</td>
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<tr>
<td></td>
<td>□ Work/writing samples</td>
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<td>□ Academic projects</td>
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<td>Update your WaveLink profile</td>
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<td></td>
<td>Apply for at least 20 jobs during your first semester</td>
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<td></td>
<td>Refine your professional self</td>
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<td>&quot;Choose a job you love, and you will never have to work a day in your life.” -Confucius</td>
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<td></td>
<td>□ Develop your 30-second pitch (who you are, what you have to offer, and what you’re looking for)</td>
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<td>□ Participate in a mock interview with your career coach</td>
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<td>Obtain letters of recommendation/references</td>
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<td>□ Ask professors who can speak to your strengths, talents, and work ethic</td>
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<td>□ Provide self-addressed stamped envelopes or email addresses</td>
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