

Timeline: *for choosing a major and getting into the job market*

It is best to have a good idea of what you want to major in by your sophomore year. This will allow you to be “on track” and not compromise your ability to enter and progress in the major of your choice nor delay your graduation. Remember, this is not a race! It is about preparing yourself for a lifetime of work you enjoy. A good guideline to follow is:

<u>Credit Hrs</u>	<u>Year</u>	<u>What</u>	<u>Where /or/ Program</u>
0-23	<i>Freshman</i>	Learn about your interests and values, about various major and career options. Work on general education requirements. Enroll in Career Decision Making Class (Coun 101: 1 Cr)	<ul style="list-style-type: none"> • Career Counseling • Student Academic Services • Career Services/Co-op Ed
24-59	<i>Sophomore</i>	Choose a major and work hard to do well in major prerequisites and major courses. Look for information on choosing careers. Begin related work experience and increase employability. You may be eligible for academic credit through Cooperative Education via: summer, semester or part-time jobs. Open a “FREE” online file at Career Services and construct a resume.	<ul style="list-style-type: none"> • Student Academic Services • Department Faculty Advisors • Career Counseling • Career Services/Co-op Ed
60-89	<i>Junior</i>	Continue to do well in major courses and investigate internships; and continue related work, Co-op Ed, volunteering, campus involvement and/or begin graduate school preparation if you are looking ahead to graduate study. Update your Career Services online file and resume.	<ul style="list-style-type: none"> • Study Abroad Programs • International Internships • Department Faculty Advisors • Graduate School Advisors • Career Services/Co-op Ed
90+	<i>Senior</i>	Prepare early to enter the job market or graduate school by allowing time in your schedule each day to look for employers or graduate schools and interview for on/off campus full-time jobs. Learn how to market yourself to prospective employers or graduate programs. Network, job shadow and interview for more information. Update your Career Services online file and resume.	<ul style="list-style-type: none"> • Career Services/Co-op Ed • Alumni Association/Telesis Program

Where to go for help, resources or information:

Career Services/Cooperative Education:	777-3904 - Room 280 McCannel Hall: resume writing, interviewing and job seeking skills training, FREE online registration system and employer information
Career Walk-In Center:	777- 3904 - Room 280 McCannel Hall: Self-directed individual career counseling
International Centre:	777-6438 - Info on internships and study abroad opportunities, visas, etc. 2908 University Ave. - kitty corner across from the front of the Memorial Union
Student Academic Services:	777-2117 - “Keep Going Program” and Undecided Majors 2 nd Floor Memorial Union – west end of the building closest to the law school
Alumni Association:	777-2611 - ask about “Telesis (Job Shadowing) Program” 3233 University Ave. – one block west of Tabula coffee shop
Graduate School Advisors:	Inquire in the department of the college you are interested in
Department Faculty Advisors:	Inquire in the department of the college you are interested in

Career Development Timeline:

As a student, you can benefit from the offices of Career Services/Cooperative Education and the Career Counseling Center beginning in your first year at UND. The Career Development Timeline recommends activities you can do throughout your undergraduate years. The purpose of this timeline is to help you explore the career goals that match your interests, values, work style, and needs. The more you reflect on what tasks, experiences, and coursework you most enjoy, the easier it will be to determine the career that is right for you.

Freshman Year: **EXPLORE, ASK QUESTIONS, & DO SOME SELF-ASSESSMENT**

- Explore majors, considering which ones meet your interests, career goals, values and aptitude. For assistance, meet with a career advisor available in the Career Walk-In Center, Room 280 McCannel Hall.
- Figure out what tasks you enjoy the most (for example, whether you like working with a team or by yourself) and the subject areas that interest you.
- Learn as much as possible about career options through extracurricular activities, courses, volunteer positions, work-study, part-time employment, cooperative education opportunities, internships, job shadowing, and informational interviews. Utilize the book *careers- undergraduate programs at the University of North Dakota*.
- Get to know faculty, advisors, and career counselors for help in deciding career and academic goals.
- Use computer self-assessment programs, such as DISCOVER, located in the Career Walk-In Center. This, plus working with a career advisor, can help you assess what fields match your interests, values, skills and goals.

Sophomore Year: **RESEARCH, IDENTIFY, & GET SOME EXPERIENCE**

- Begin to focus on a major. If you are undecided, make an appointment with a career counselor. If you have not already done so, ask about the self-assessment resources in the career Walk-In Center.
- Establish an on-line file FREE in the Career Services/Cooperative Education Office, Room 280 McCannel Hall, and prepare a "living" resume.
- Attend workshops to learn more about job search skills such as resume writing, cover letters, interviewing, and using the World Wide Web to research career options available through Career Services/Cooperative Education.
- Continue your work on clarification of your values, interests, skills, and goals. The DISCOVER program in the Career Walk-In Center and various survey instruments can assist you in doing this.
- Use every possible opportunity to gain experience through internships, Cooperative Education, work-study, faculty research, courses, volunteer work, on-campus involvement, and job shadowing. Look for opportunities to develop your "soft skills" or interpersonal skills.
- Learn more about what's out there and what interests you. Listen to people describe the work they do through an informational interview or a job shadowing experience and/or by attending company information sessions sponsored by Career Services/Cooperative Education. Search the web for "virtual job shadowing experiences."

Junior Year: **MAKE DECISIONS & GET MORE EXPERIENCE**

- Now is the time to be fine-tuning your career and educational goals. Update your on-line file at Career Services.
- Give serious consideration to the career path you have chosen, noting whether it's a match with your personal and work style
- Meet with a career counselor or a Career Services professional to be certain that you are on the right track and to fine-tune your goals and strategies and develop a "game plan".
- Research the occupations that you are considering. Use resource materials in the Career Services library and network with alumnae/I and others.
- Continue to build your skill level through research projects, part-time and summer jobs, volunteering, work-study positions, as well as internships and Cooperative Education experiences for academic credit.
- Develop relationships with faculty and meet with your advisor to make certain that you meet the graduation requirements and are doing all you can to jump-start your career.
- If you're thinking about graduate school, make certain that you will meet all course requirements and begin the application process.

Senior year: **IMPLEMENT YOUR "GAME PLAN" & CONDUCT A JOB SEARCH**

- Finding a job "is" a job! Make your search a top priority and plan to allow time in your schedule to devote to it.
- Attend every relevant career fair, career exploration/preparation workshop, and on-campus interview you can.
- Meet with a career counselor or a career services professional to develop a strategy to achieve your goals.
- Learn more about the field that interests you through informational interviews. Check out the company files in the Career Services resource library and begin building your network of contacts. Schedule a job shadowing experience over Christmas break through the Tesis program in the alumni center or schedule one of your own. (*Altru Health Systems has a job shadow number listed in the phone book.)
- Write cover letters (or letters of application) and send resumes to potential employers. Is your resume current?
- Prepare a 30-second advertisement, highlighting your skills and career goals, to introduce yourself to potential employers and people in your network.
- Continue to improve your job search presentation skills by refining your resume and cover letter, through videotaped practice interviews and by attending the Business Etiquette/Dress for Success luncheon scheduled through the Career Services/Cooperative Education office. Update your on-line file/resume at Career Services.