

Awareness, Strategic Planning, Implementation, Reflection and Evaluation

| Progress Towards the Degree | Fr | So | Jr | Sr |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| Learn how to use AccessAU | <input type="checkbox"/> | | | |
| Learn how to use Canvas | <input type="checkbox"/> | | | |
| Assess study habits | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| *Attend Academic Majors Fair during fall semester | <input type="checkbox"/> | | | |
| Declare a primary major | <input type="checkbox"/> | | | |
| Identify Liberal Arts courses that support major and career interests | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Identify a concentration or focus within primary major | | <input type="checkbox"/> | | |
| Explore minors and 2 nd majors | | <input type="checkbox"/> | | |
| Identify off-campus programs that support major and career interests | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Create 4-year plan | <input type="checkbox"/> | | | |
| Review and update 4-year plan | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Review midterm grades & identify areas for improvement | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Review final grades & identify areas for improvement | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Review requirements for Alpha Chi & disciplinary honor society | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Explore graduating with departmental honors | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Complete application for graduation | | | <input type="checkbox"/> | |
| Career Planning & Professional Development | Fr | So | Jr | Sr |
| *Register for CareerLink | <input type="checkbox"/> | | | |
| *Complete career assessments on CareerLink and Focus2 online inventory | <input type="checkbox"/> | | | |
| Update CareerLink profile | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Update contact information in AccessAU | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Learn about Career Ready Graduate certification program | <input type="checkbox"/> | | | |
| Review progress toward Career Ready Graduate certification | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| *Create / update résumé | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| *Create / update LinkedIn profile | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| *Identify opportunities for job shadowing | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| *Identify appropriate internship / practicum placements | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Apply to Center for Public Service | | <input type="checkbox"/> | <input type="checkbox"/> | |
| *Identify professional organizations to join while an undergraduate | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| *Develop network contacts | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| *Develop a job search strategy or graduate school plan | | | <input type="checkbox"/> | <input type="checkbox"/> |
| Obtain recommendations (letters & LinkedIn) | | | | <input type="checkbox"/> |

See pg. 2 for Personal Development portion of the checklist

| Personal Development | Fr | So | Jr | Sr |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| Identify campus resources to assist your continuing development | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| *Identify Tri-S trips of interest and sign up to participate in a trip | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| *Explore campus organizations to join / lead | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| *Volunteer at an agency or a company in the community | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Develop time management skills | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Complete AccessReady planning for college funding | <input type="checkbox"/> | | | |
| Develop financial literacy | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Develop habits for a healthy lifestyle | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Connect with a local faith community | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |