

Academic/Career Four-Year Planning Worksheet

Freshman & Sophomore Years: Academic Planning Table

Area	Fall		Spring		Summer		Fall		Spring		Summer	
		Credit Hours		Credit Hours		Credit Hours		Credit Hours		Credit Hours		Credit Hours
Acceptance Criteria or Prerequisite												
Acceptance Criteria or Prerequisite												
<input type="checkbox"/> UB Curriculum <input type="checkbox"/> General Education (GE)												
<input type="checkbox"/> UB Curriculum <input type="checkbox"/> General Education (GE)												
<input type="checkbox"/> UB Curriculum <input type="checkbox"/> General Education (GE)												
Total Credit Hours:												

Freshman & Sophomore Years: Career Exploration & Extracurricular Planning Table

Summer	1 st Year Fall	1 st Year Spring	Summer	2 nd Year Fall	2 nd Year Spring	Summer
Start a journal or on-line folder to record information about your Academic and Career exploration	Start your UB Go-To List	Join campus club(s)	Review and update your list of strengths	Visit Career Services and learn how to build your resume, cover letter, and research companies	Attend Job Fairs	Take summer research or field course
Start a list of your skills and strengths	Find tutoring for your courses	Discuss updated plan with your advisor	Take summer courses	Investigate Study Abroad programs	Talk to an Alumni Mentor	
What skills will you need for the 21 st century? Do a Google search	In October, schedule appt. with academic advisor	Attend Summer Job Fair and look for campus job		Take Skills and Interest Inventories with Career Services	Do a practice interview with Career Services	Know when to apply to your major
Talk to professionals in fields that you find interesting	Attend a Life & Learning Workshop	Take courses to prepare you for Undergrad. research	Continue dialog with academic advisor and career counselor	Have you completed requirements for your intended major?	Will you need letters of reference? Who will you ask?	Continue dialog with academic advisor and career counselor
Review Undergrad. Catalog for majors and minors	Volunteer on campus or in your community	Take UBE 202: Career Planning course	Evaluate your academic plan	Look into Study Abroad programs	Take part in group projects	Evaluate your academic plan
	Review your academic plan			Assess your computer skills	Practice public speaking	

Academic/Career Four-Year Planning Worksheet

Junior & Senior Years: Academic Planning Table

Area	Fall		Spring		Summer		Fall		Spring		Summer	
		Credit Hours		Credit Hours		Credit Hours		Credit Hours		Credit Hours		Credit Hours
Acceptance Criteria or Prerequisite												
Acceptance Criteria or Prerequisite												
<input type="checkbox"/> UB Curriculum <input type="checkbox"/> General Education (GE)												
<input type="checkbox"/> UB Curriculum <input type="checkbox"/> General Education (GE)												
<input type="checkbox"/> UB Curriculum <input type="checkbox"/> General Education (GE)												
Minor or Elective												
Total Credit Hours:												

Junior & Senior Years: Career Exploration & Extracurricular Planning Table

Summer	3 rd Year Fall	3 rd Year Spring	Summer	4 th Year Fall	4 th Year Spring	Summer
	Make preparations for graduate school	Internship	Internship	File for Graduation		
Who is on your Career Network List?	Update and review your skills and interests	Prepare for Graduate Admissions Tests	Evaluate your academic plan	Enter competition for your field	Attend Senior Celebration events	
Continue dialog with academic advisor and career counselor	Find articles on Hot Topics or New Trends in your field	Look at current job openings to assess skills and backgrounds required	Schedule informational interviews with people in areas of interest	Prepare for the world of work		
	Study Abroad	Study Abroad				
Schedule informational interviews with people in areas of interest	Work with faculty on undergrad. research project	Take leadership roles in clubs and organizations		Attend Financial Planning workshops		
	Become a tutor	Schedule Practice Interview				