***Freshman & Sophomore Years: Academic Planning Table***

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | *Fall* |  | *Spring* |  | *Summer* |  | *Fall* |  | *Spring* |  | *Summer* |  |
| *Area* |  | CreditHours |  | CreditHours |  | CreditHours |  | CreditHours |  | CreditHours |  | CreditHours |
| Acceptance Criteria or Prerequisite |  |  |  |  |  |  |  |  |  |  |  |  |
| Acceptance Criteria or Prerequisite |  |  |  |  |  |  |  |  |  |  |  |  |
| 🞎 UB Cirriculum 🞎 General Education (GE) |  |  |  |  |  |  |  |  |  |  |  |  |
| 🞎 UB Cirriculum 🞎 General Education (GE) |  |  |  |  |  |  |  |  |  |  |  |  |
| 🞎 UB Cirriculum 🞎 General Education (GE) |  |  |  |  |  |  |  |  |  |  |  |  |
| Total Credit Hours: |  |  |  |  |  |  |  |  |  |  |  |  |

***Freshman & Sophomore Years: Career Exploration & Extracurricular Planning Table***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *Summer* | *1st Year Fall* | *1st Year Spring* | *Summer* | *2nd Year Fall*  | *2nd 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 21st 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 |  |

***Junior & Senior Years: Academic Planning Table***

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | *Fall* |  | *Spring* |  | *Summer* |  | *Fall* |  | *Spring* |  | *Summer* |  |
| *Area* |  | CreditHours |  | CreditHours |  | CreditHours |  | CreditHours |  | CreditHours |  | CreditHours |
| Acceptance Criteria or Prerequisite |  |  |  |  |  |  |  |  |  |  |  |  |
| Acceptance Criteria or Prerequisite |  |  |  |  |  |  |  |  |  |  |  |  |
| 🞎 UB Cirriculum 🞎 General Education (GE) |  |  |  |  |  |  |  |  |  |  |  |  |
| 🞎 UB Cirriculum 🞎 General Education (GE) |  |  |  |  |  |  |  |  |  |  |  |  |
| 🞎 UB Cirriculum 🞎 General Education (GE) |  |  |  |  |  |  |  |  |  |  |  |  |
| Minor or Elective |  |  |  |  |  |  |  |  |  |  |  |  |
| Total Credit Hours: |  |  |  |  |  |  |  |  |  |  |  |  |

***Junior & Senior Years: Career Exploration & Extracurricular Planning Table***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *Summer* | *3rd Year Fall* | *3rd Year Spring* | *Summer* | *4th Year Fall*  | *4th 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 |  |  |  |  |