# The Career Services Center 4-Year Plan

## Freshman Year - Imagine
- Meet with your academic advisor and explore academic disciplines
- Sign up for introductory elective courses that interest you
- Talk with faculty and actively participate in class
- Develop study and time management skills
- Maintain a solid GPA

## Sophomore Year - Investigate
- Learn about career options for academic majors through the CSC, faculty and academic advisors
- Confirm your major
- Seek assistance developing an academic plan with your academic advisor according to degree requirements
- Maintain a solid GPA
- Consider adding a minor, certificate or endorsement to your academic plan

## Junior Year - Interact
- Consider adding a minor, certificate or endorsement to your academic plan if you have not done so already
- Participate in an internship experience
- Meet with your academic advisor to make sure you are still on the right track to graduation
- Maintain solid GPA
- Begin graduate school application process and entrance exams if applicable

## Senior Year - Implement
- Meet with your academic advisor and confirm graduation status
- Fill out all necessary graduation documentation
- Fill out, request and send all necessary graduate school information, i.e., transcripts, financial aid, graduate assistant and scholarship applications
- Request letters of recommendation from faculty members early in the year
- Maintain solid GPA
- Meet with a CSC professional to work on your individualized 4 year plan
- Utilize Eagle Exploration to gain understanding of majors and careers
- Explore web-based resources at [www.ashland.edu/career](http://www.ashland.edu/career) and written materials in the Career Resource Library
- Attend career-related events/workshops
- Develop your resume and seek a part-time job, summer job and/or volunteer opportunities

## Academic

<table>
<thead>
<tr>
<th>ACADEMIC</th>
<th>CAREER</th>
<th>PERSONAL/SOCIAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Freshman Year - Imagine</strong></td>
<td><strong>Sophomore Year - Investigate</strong></td>
<td><strong>Junior Year - Interact</strong></td>
</tr>
<tr>
<td>Meet with your academic advisor and explore academic disciplines</td>
<td>Attend career programs related to resume and cover letter writing, interviewing and internship searching through the CSC</td>
<td>Join at least one of Ashland University’s student organizations</td>
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<tr>
<td>Sign up for introductory elective courses that interest you</td>
<td>Meet with a Career Specialist to research internship and summer job opportunities</td>
<td>Maintain a balanced school/social life</td>
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<tr>
<td>Talk with faculty and actively participate in class</td>
<td>Interview and job shadow professionals in the field related to your area of interest</td>
<td>Attend student programs on campus</td>
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<tr>
<td>Develop study and time management skills</td>
<td>Consider the possibility of graduate or professional school</td>
<td>Attend sporting events on campus</td>
</tr>
<tr>
<td>Maintain a solid GPA</td>
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<td>Join a mentoring program such as SOAR</td>
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</tbody>
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## Personal/Social
- Join a professional organization related to your major
- Review and reaffirm your values, interests, skills and abilities
- Participate in volunteer opportunities on campus or within your community
- Consider the benefits of studying abroad

## Academic
- Attend career programs related to resume and cover letter writing, interviewing and internship searching through the CSC
- Meet with a Career Specialist to research internship and summer job opportunities
- Interview and job shadow professionals in the field related to your area of interest
- Consider the possibility of graduate or professional school

## Career
- Research companies/work environments
- Attend career programs sponsored by the CSC and other departments
- Revise resume and have critiqued by CSC
- Network with faculty, staff and employers
- Discuss your career plan with CSC staff and academic advisor as well as faculty
- Develop a list of professional references
- Participate in a mock interview to gain competitive edge

## Personal/Social
- Start exploring choices after graduation
- Continue practical experiences through activities, employment and community involvement
- Take on leadership roles in your student organizations
- Practice stress management and time management techniques to maintain a healthy social and school life balance

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**Career Services Center (CSC)**  
254 Hawkins-Conard Student Center  419.289.5064  [www.ashland.edu/career](http://www.ashland.edu/career)

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