

HSU Academic & Career Advising Center Student Milestones Checklist

AS A RESULT OF ACADEMIC & CAREER ADVISING, STUDENTS WILL BE ABLE TO:

- Research, understand, and apply campus policies, procedures and resources necessary to planning and fulfilling their academic goals.
- Embrace learning as personal responsibility and become pro-active and prepared advisees.
- Understand and incorporate inherent skills, interests and values as the basis for academic and career decision making.
- Take advantage of academic and career opportunities through Study Abroad, Academic & Service Learning Internships, non-academic internships and other programs.
- Know the importance of gaining career related experience related to their academic major.
- Develop a “master resume”. Practice targeting your resume and cover letter. Utilize ACAC walk-in hours for feedback.
- Develop associations with faculty, administrators and the ACAC staff.

KEY STRATEGIES FOR STUDENTS TO REVISIT EVERY YEAR: FRESHMAN, SOPHOMORE, JUNIOR, and SENIOR:

- Meet with your academic advisor at least once a semester.
- Update your Springboard profile. Search for summer job/internship/volunteer opportunities.
- Regularly check for important information on academic and career updates via phone and email.
- Annually attend workshops on how to find career-related experience.
- Network with fellow students, faculty, employers, family and friends to uncover potential job and internship opportunities.
- Schedule and attend annual Part-time Job Fair, Career Expo, Volunteer Agency Fair to learn about employers, jobs, internships, and career-related events.
- Know and utilize campus resources as needed including the Academic and Career Advising Center (ACAC), Testing Center, SDRC, and Clubs and Activities. Use resources such as the Learning Center, Math Lab and Writing Center for tutoring and improvement of study skills.

Freshman

- Understand the requirements for a Bachelor’s degree including major, GE, American Institutions and DCG.
- Know and utilize planning tools including catalog, DARS, 4- year plans.
- Register for lower division courses that meet prerequisites for other courses in the major. Utilize supplemental instruction whenever possible.
- Understand advisee responsibilities and know how to prepare for advising sessions with major advisor including questions on short and long term academic goals and career options, as well as registration questions.
- Get involved in student organizations, community volunteer work, and/or part- time employment to develop new skills and interests.
- Know how to navigate the myHumboldt Portal including the links for DARS, registration, transcripts, student support services, calendar for academic deadlines and the catalog.
- Visit the Academic and Career Advising Center in Gist Hall 114 to acquaint yourself with our services and staff.
- Develop an effective resume template with a career advisor.
- If interested, now is the time to investigate Study Abroad opportunities related to your field of study and career interest.

Sophomore

- Solidify your major choice and create a personal 4 year academic plan with the assistance of a faculty or other academic advisor.
- Develop and test out your interests and skills by participating in campus clubs, organizations, and community groups.

- Meet with a career advisor to find a semester or summer internship OR other career-related experience.
- Take a leadership role; become a mentor, peer advisor, or leader in a campus club or organization.
- Consider adding a minor which may enhance your employability.
- Work with an advisor in the Academic and Career Advising Center (ACAC) to review your resume.
- Study abroad for your sophomore or junior year.

Junior

- Complete major contract and apply for graduation by end of junior year.
- Register for the Graduate Writing Proficiency Exam (GWPE).
- Meet with an Academic and Career Center (ACAC) advisor to get guidance on finding and applying for a summer or semester internship OR other career-related experience.
- Participate in a volunteer project or enroll in a service learning course.
- Heading to grad school? Consider graduate and professional school options. View grad video, meet with your faculty and ACAC advisor to develop a timeline for application.
- Sign up to take grad /professional school exams: GRE, GMAT, LSAT, or MCAT by October of your senior year. Begin studying now!
- Begin building a professional wardrobe
- Conduct informational interviews with professionals in field(s) of interest.

Senior

- Review DARS to make sure all degree requirements are met by the end of senior year.
- Attend “Job Search Workshop for Graduating Students”.
- Meet with an ACAC advisor to develop a targeted job search strategy unique to you.
- Ask faculty and past employers to be references for you.
- Generate lists of employers and opportunities of career interest to you.
- Research prospective employers, send out resumes, and set up interviews with on-campus recruiters for full-time jobs.
- Apply to graduate and professional schools.
- Interview with on-campus recruiters for full-time jobs.
- Explore “alternative year out” opportunities.
- Learn about professional organizations relevant to your chosen career.
- Graduate!