

**COURSE
PLANNING FORM**

STUDENT NAME _____
MAJOR _____
MINOR _____
EMPHASIS _____

| | | | | | | | | | GOALS |
|-------------|---------------------|----|---------------------|----|---------------------|----|---------------------|----|---|
| FIRST YEAR | FALL | | JANUARY INTERIM | | SPRING | | SUMMER | | Explore the Major & Get Involved! <ul style="list-style-type: none"> Meet with your advisor to discuss career options and four-year academic plan Join a student club, study group or volunteer Start building your resume Visit your faculty during office hours Investigate internship and study abroad opportunities |
| | Course | Cr | Course | Cr | Course | Cr | Course | Cr | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | Total Credit Hours: | | Total Credit Hours: | | Total Credit Hours: | | Total Credit Hours: | | |
| SECOND YEAR | FALL | | JANUARY INTERIM | | SPRING | | SUMMER | | Be more Focused! <ul style="list-style-type: none"> Meet with advisor to narrow down career options Find a mentor Investigate professional exams: GRE, GMAT, LSAT Add to your resume to prepare for internship applications Evaluate the value of the clubs and organizations in which you are involved |
| | Course | Cr | Course | Cr | Course | Cr | Course | Cr | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | Total Credit Hours: | | Total Credit Hours: | | Total Credit Hours: | | Total Credit Hours: | | |
| THIRD YEAR | FALL | | JANUARY INTERIM | | SPRING | | SUMMER | | Dig Deeper! <ul style="list-style-type: none"> Become a club officer or campus leader Look for gaps in your resume and find ways to fill them Complete at least one internship Who would write you a letter of reference? Did you meet year one and two goals? |
| | Course | Cr | Course | Cr | Course | Cr | Course | Cr | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | Total Credit Hours: | | Total Credit Hours: | | Total Credit Hours: | | Total Credit Hours: | | |
| FOURTH YEAR | FALL | | JANUARY INTERIM | | SPRING | | SUMMER | | Almost There! <ul style="list-style-type: none"> Meet with advisor to ensure you are on track for graduation Refine your resume for competitive job applications Start your job hunt. Connect with Career Services Attend Business Week events Line up your letters of recommendation |
| | Course | Cr | Course | Cr | Course | Cr | Course | Cr | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | Total Credit Hours: | | Total Credit Hours: | | Total Credit Hours: | | Total Credit Hours: | | |
| FIFTH YEAR | FALL | | JANUARY INTERIM | | SPRING | | SUMMER | | Final Stretch! <ul style="list-style-type: none"> Connect with advisor to verify you meet all the graduation requirements Polish your resume and cover letter Apply for open positions prior to graduation Attend area networking events and job fairs Did you meet all your goals and set new career goals? |
| | Course | Cr | Course | Cr | Course | Cr | Course | Cr | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | Total Credit Hours: | | Total Credit Hours: | | Total Credit Hours: | | Total Credit Hours: | | |