4 Year Career Development Plan

Freshman Year: Self-exploration

- Determine your strengths and weaknesses and further develop them during your foundation program.
- Visit the Career Center to find out which career choices fit your strengths and interests.
- Attend open studios to explore majors of interest.
- Attend guest lectures, Lunch on Fridays and exhibitions.
- Register and complete your profile in College Central. Begin to look at opportunities offered in your field of interest. Do the job descriptions sound interesting?
- Start a portfolio by archiving every project.

Sophomore: Career Exploration

- Further explore the career options within your major.
- READ, READ, READ professional publications and immerse yourself in your field.
- Get to know your faculty and other professionals working in your career field. It’s called networking!
- Research companies /organizations for internships.
- Investigate study abroad options.
- Develop your résumé/CV and cover letters with assistance from the Career Center and post your resume on College Central so employers may view it.

Juniors: Gain Experience

- Visit the Career Center to learn about the tools, resources and strategies necessary to reach your career goals; Participate in Career Center workshops and events.
- Devote a significant amount of time and energy during fall semester to identify internship opportunities. Make a list of target organizations or companies that you would be interested in working for.
- Check your credits with Academic Services and consider participating in a credit-bearing internship.
- Explore your options and desire to attend graduate school.
- Continue to work on your portfolio. Learn how to photograph your work.
- Consider joining a professional association and visit the Career Center for tips on effective networking.
- Develop a list of individuals you want to network with to uncover the hidden job market. Share your career goals with family, friends and various professionals.
Seniors: Work Your Plan

- Visit the Career Center early in the fall for advice on mapping out a job search plan goals; Have Plan A and Plan B.

- Update your College Central profile to be notified of job listings and employer visits. Attend all career related workshops and events.

- Develop and execute your job search plan in detail by creating a job search log to document activities - telephone calls, résumés mailed and follow-up activities.

- Refine your résumé/CV, cover letters and artist statement where appropriate.

- Meet with Academic Services to make sure you are on track for graduation.

- Follow-up with all contacts in your network to let them know you are graduating.

- Create your “30 second commercial” to enhance your confidence when speaking about yourself.

- Conduct a mock interview with the Career Center.

- Choose faculty, previous employers and/or personal contacts to serve as references for you. Make sure to ask their permission to use their names, addresses and phone numbers prior to sending your list of references to any potential employer.

- Continue to work on your portfolio, demo reel or website.

- Track your job search progress and discuss any potential obstacles with the Career Center.