

RENSSELAER POLYTECHNIC INSTITUTE
CAREER DEVELOPMENT CENTER - FOUR-YEAR PLAN

	Exploration FRESHMAN YEAR	Investigation I SOPHOMORE YEAR	Investigation II JUNIOR YEAR	Implementation SENIOR YEAR
Academics	<ul style="list-style-type: none"> ○ Meet with your academic advisor to plan your curriculum. ○ Get to know the Learning Assistant in your residence hall. ○ Try to involve yourself in team-related projects and/or research. ○ Undecided? Meet with your advisor and a career counselor to discuss your options. 	<ul style="list-style-type: none"> ○ Obtain information about declaring a major (if you haven't done so already). ○ Make a special effort to get to know some professors. ○ Work towards a good GPA; seek assistance from the Learning Center, if needed. ○ Continue to meet with your academic advisor to seek advice on your curriculum and co-op. ○ Increase your computer literacy. 	<ul style="list-style-type: none"> ○ Add a double major, minor or concentration in another field to expand your career options. ○ Become a student member or leader in your professional association. ○ Attend seminars sponsored by your department. ○ Take electives to enhance your marketability. ○ Begin planning for graduate school application process. ○ Check dates for graduate school admissions tests. 	<ul style="list-style-type: none"> ○ Finalize course selections and be sure you meet graduation requirements. ○ Send out graduate school applications and complete appropriate financial aid forms on time. ○ Develop a senior project.

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Career	<ul style="list-style-type: none"> ○ Register with the Career Development Center through RedHawk JobLink. ○ Read about career options in your major fields of interest. ○ Talk with faculty and upper-class students about different majors and careers. ○ Attend the workshops offered by the CDC - Check out the CDC Calendar on University Calendar. ○ Create a resume and learn to write a winning cover letter. ○ Research part-time and summer job opportunities - attend a Summer Employment workshop ○ Attend a Co-op Orientation Meeting as the first step to getting involved in the Cooperative Education Program. 	<ul style="list-style-type: none"> ○ Update your CDC Registration on RedHawk JobLink ○ Meet with a Career Counselor to evaluate your career goals and objectives. ○ Shadow a Rensselaer Alumnus/a at work through the CDC's Pathways Program. ○ Read about careers in the Career Resource Room. ○ Update your resume as needed. ○ Attend an Interview Techniques Workshop. ○ Apply to the Cooperative Education Program at least one semester before planning a work assignment. 	<ul style="list-style-type: none"> ○ Update your CDC Registration ○ Meet with a counselor to identify your values, interests, and goals related to post-graduate options. ○ Continue to participate in Pathways. ○ Attend the Career Fairs held each year. ○ Obtain experience in your field of interest (co-op, summer job, undergraduate research project, study abroad). ○ Attend a Graduating Student Services workshop to prepare for on-campus recruiting. ○ Practice your interviewing skills: Sign up for a video-taped Mock Interview in the CDC. 	<ul style="list-style-type: none"> ○ Update your CDC Registration. ○ Analyze & summarize experience gained from the past-four years. Assess your career-related strengths and skills. ○ Examine your career-related values. ○ Attend the Career Fairs held each year. ○ Update your resume as needed. ○ Make sure you are registered with the CDC for Graduating Student Services. ○ Participate in On Campus Recruiting two semesters prior to graduation.

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Career	<ul style="list-style-type: none"> ○ Shadow a Rensselaer Alumnus/a at work through the CDC's Pathways Program. ○ Attend the Career Fairs held each year. ○ Begin to build employment skills through a wide variety of experiences on and off campus. ○ Consider taking a skills and interest inventory. 	<ul style="list-style-type: none"> ○ Develop your technical skills: explore career-related internships and undergraduate research projects. ○ Obtain experience in your field of interest (co-op, summer job, undergraduate research project, study abroad). ○ Attend the Career Fairs held each year. ○ Begin to build employment skills through a wide variety of experiences on and off campus. ○ Consider taking a skills and interest inventory. 	<ul style="list-style-type: none"> ○ Check out RedHawk JobLink for additional job opportunities. 	<ul style="list-style-type: none"> ○ Attend Job Search and Interviewing Techniques workshops. ○ Practice your interviewing skills: Sign up for a video-taped Mock Interview in the CDC. ○ Network with professors, on-campus speakers, family and friends to develop prospective contacts. ○ Conduct an off-campus job search. ○ Check out RedHawk JobLink to identify additional job opportunities. ○ Close out your CDC file once you've decided on your after graduation plans.

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Personal/ Social	<ul style="list-style-type: none"> ○ Assess your changing relationship with your parents and family. ○ Allow time for friends and leisure activities. ○ Join a mentoring program. ○ Attend the Activities Fair to learn about organizations and clubs on campus. 	<ul style="list-style-type: none"> ○ Join or start a club, get involved! Employers like to see evidence of extracurricular activities. ○ Work on a team project in your residence hall or sorority/fraternity. ○ Join an intramural sports team. ○ Consider volunteering. ○ Make an effort to meet students from other countries. ○ Consider applying for the Professional Leadership Program through the Archer Center. 	<ul style="list-style-type: none"> ○ Seek leadership opportunities; run for an elected office. ○ Consider applying for a Resident Advisor position. ○ Explore community service activities. ○ Begin to develop a list of professional & academic references. 	<ul style="list-style-type: none"> ○ Evaluate your lifestyle interests and values to determine your post-graduation plans. ○ Periodically review your career and life goals. ○ Be aware of changing relationships with parents, siblings, friends and significant others. ○ Develop a budget and evaluate financial responsibilities.

Pathways is open to all students.

Co-op is open to all students. Must have completed freshman year before applying.

GSS - eligible for two semesters of on-campus recruiting prior to graduation.

Career Development Center
DCC 209, 518-276-6234

<http://www.cdc.rpi.edu>