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<td><strong>FRESHMAN YEAR</strong></td>
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<td><strong>Academics</strong></td>
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<tr>
<td>✗ Meet with your academic advisor to plan your curriculum.</td>
<td>✗ Obtain information about declaring a major (if you haven’t done so already).</td>
<td>✗ Add a double major, minor or concentration in another field to expand your career options.</td>
<td>✗ Finalize course selections and be sure you meet graduation requirements.</td>
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<tr>
<td>✗ Get to know the Learning Assistant in your residence hall.</td>
<td>✗ Make a special effort to get to know some professors.</td>
<td>✗ Become a student member or leader in your professional association.</td>
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<td>✗ Try to involve yourself in team-related projects and/or research.</td>
<td>✗ Work towards a good GPA; seek assistance from the Learning Center, if needed.</td>
<td>✗ Attend seminars sponsored by your department.</td>
<td>✗ Send out graduate school applications and complete appropriate financial aid forms on time.</td>
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<tr>
<td>✗ Undecided? Meet with your advisor and a career counselor to discuss your options.</td>
<td>✗ Continue to meet with your academic advisor to seek advice on your curriculum and co-op.</td>
<td>✗ Take electives to enhance your marketability.</td>
<td>✗ Develop a senior project.</td>
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<td>✗ Increase your computer literacy.</td>
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<tr>
<td><strong>Career</strong></td>
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<tr>
<td>✗ Register with the Career Development Center through RedHawk JobLink.</td>
<td>✗ Update your CDC Registration on RedHawk JobLink</td>
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<td>✗ Read about career options in your major fields of interest.</td>
<td>✗ Meet with a Career Counselor to evaluate your career goals and objectives.</td>
<td>✗ Meet with a counselor to identify your values, interests, and goals related to post-graduate options.</td>
<td>✗ Analyze &amp; summarize experience gained from the past-four years. Assess your career-related strengths and skills.</td>
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<tr>
<td>✗ Talk with faculty and upper-class students about different majors and careers.</td>
<td>✗ Shadow a Rensselaer Alumnus/a at work through the CDC’s Pathways Program.</td>
<td>✗ Continue to participate in Pathways.</td>
<td>✗ Examine your career-related values.</td>
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<td>✗ Attend the workshops offered by the CDC - Check out the CDC Calendar on University Calendar.</td>
<td>✗ Read about careers in the Career Resource Room.</td>
<td>✗ Attend the Career Fairs held each year.</td>
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</tr>
<tr>
<td>✗ Create a resume and learn to write a winning cover letter.</td>
<td>✗ Update your resume as needed.</td>
<td>✗ Obtain experience in your field of interest (co-op, summer job, undergraduate research project, study abroad).</td>
<td>✗ Update your resume as needed.</td>
</tr>
<tr>
<td>✗ Research part-time and summer job opportunities - attend a Summer Employment workshop</td>
<td>✗ Attend an Interview Techniques Workshop.</td>
<td>✗ Attend a Graduating Student Services workshop to prepare for on-campus recruiting.</td>
<td>✗ Make sure you are registered with the CDC for Graduating Student Services.</td>
</tr>
<tr>
<td>✗ Attend a Co-op Orientation Meeting as the first step to getting involved in the Cooperative Education Program.</td>
<td>✗ Apply to the Cooperative Education Program at least one semester before planning a work assignment.</td>
<td>✗ Practice your interviewing skills: Sign up for a video-taped Mock Interview in the CDC.</td>
<td>✗ Participate in On Campus Recruiting two semesters prior to graduation.</td>
</tr>
</tbody>
</table>
# Rensselaer Polytechnic Institute
## Career Development Center - Four-Year Plan

### Investigation I: Sophomore Year
- Shadow a Rensselaer Alumnus/a at work through the CDC's Pathways Program.
- Attend the Career Fairs held each year.
- 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.
- 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.

### Investigation II: Junior Year
- Check out RedHawk JobLink for additional job opportunities.
- Attend the Career Fairs held each year.
- Seek leadership opportunities; run for an elected office.
- Consider volunteering.
- Make an effort to meet students from other countries.
- Consider applying for the Professional Leadership Program through the Archer Center.
- Begin to develop a list of professional & academic references.

### Implementation: Senior Year
- 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.

### Exploration: Freshman Year
- 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.
- Consider taking a skills and interest inventory.
- Attend the Activities Fair to learn about organizations and clubs on campus.
- 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.

### Personal/Social: Freshman Year
- Allow time for friends and leisure activities.
- Join a mentoring program.
- Attend the Activities Fair to learn about organizations and clubs on campus.
- Consider volunteering.
- Make an effort to meet students from other countries.
- Consider applying for the Professional Leadership Program through the Archer Center.

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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