

# DePauw University

## College and Career Planning Timeline

### Freshman Year (Inquiry and Awareness)

#### I. Academics:

- With help of advisers, enroll in core courses to begin meeting the distribution requirements.
- Enroll in a wide variety of classes to explore possible majors.
- Get to know your professors.
- Learn “the academic system,” use the University catalog (which lists requirements for each major and minor) and the schedule of courses.
- Talk with your Academic Advisor and Freshman Mentor Group about your academic interests and choosing a major.
- Pick up the “Choosing Your Major” packet in The Career Center (CSC) in Harrison Hall to help in deciding on a major. The packet also is available on The Career Center’s homepage [www.depauw.edu/admin/career/](http://www.depauw.edu/admin/career/).

#### II. Career Services:

- Register with CSC on TigerTracks.
- Regularly read The Career Center’s homepage. Look for upcoming career fairs, workshops and other pertinent information.
- Visit CSC for summer job/internship leads and information.
- Focus on our Web site to complete self-assessment exercises. Begin to discover your interests and passions, your skills and abilities, and your values and goals.
- Identify fields/occupations of interest and explore links from Career Services site that profile various industries and occupations.
- Talk with people in different occupational fields to learn the abilities needed, daily tasks, education required, long-term outlook, etc.
- Attend the following workshops as available:
  - “What Can I Do With A Major In...” series
  - “How to Find A Winter Term Internship”
  - “How to Find a Summer Job/Internship”
  - “Choosing a Major”

#### III. General:

- Become involved in extracurricular activities.
- Talk with juniors and seniors (and alumni!) about their majors to get ideas regarding content of classes, professors, and Winter Term and summer positions that might relate to their coursework and interests.

#### IV. Summer:

Get a job, gain work experience, begin lining up an internship for sophomore year Winter Term, and further develop your communication skills.

## **Sophomore Year (Assessment and Exploration)**

- Use as many of the previous activities as possible plus:
  - I. **Academics**
    - Complete introductory courses in your prospective major.
    - Make sure you have enough time to complete group requirements.
    - Declare your major during second semester.
    - Gain research or comparable experience (it could be faculty directed) in fields of interest; research experience is often important for admission to graduate school.
  - II. **Career Services:**
    - Get to know The Career Center's advisers/counselors and work-study students.
    - Update your profile on FOCUS.
    - Do some self-evaluation and self-assessment: compile lists of your interests, strengths, abilities and values; attend career-planning workshops related to these topics.
    - Visit CSC for guidance on resume preparation and begin drafting your resume.
    - Have CSC review a draft of your resume, finalize and upload it to the eRecruiting site.
    - Secure a Winter Term internship by early October (know the deadlines!).
    - Visit CSC for summer job/internship information and visit eRecruiting for internship and job listings.
    - Attend career-related panels, workshops and events.
    - Attend Career Exploration Day in the fall and the Career, Job and Internship Fair in the spring.
    - Watch the occupational dvds of alumni on CSC's web site.
  - III. **Extracurricular Activities:**
    - Join student organizations that you enjoy to further develop leadership skills.
  - IV. **Summer:**
    - Get a job or volunteer to gain work experience and occupational information, secure a Winter Term internship for junior year,

further develop communication skills and build a good work reputation with your employers.

## **Junior Year**

**(Sample your occupational options, and then evaluate them)**

- Use as many of the previous activities as possible plus:

### **I. Academics:**

- Finish your group requirements.
- Note relationships between your courses and your work experience.
- Review your total academic experience/coursework to see if there are subjects outside your major that would enhance your base of knowledge or skills. These could be related to your major and/or career goals.

### **II. Career Services:**

#### **Applying for Jobs:**

- Update your resume, with help from the CSC and Writing Center if necessary.
- Get Winter Term and summer internships in fields of interest to test your qualifications and to confirm your interests.
- Continue to research occupations and industries. Use the Vault on-line career library and CSC's Web site to learn more about fields of interest.
- Talk to individuals currently working in the fields you are considering (CSC's "alumni network" can provide "contacts"). Pick up the "Informational Interviewing" handout at The Career Center.

#### **Applying to Graduate/Professional School:**

- Attend the "Considering Graduate School" workshop sponsored each fall by the CSC.
- Start researching graduate school programs. Pick up the handouts "Deciding On A Graduate School" and "Writing The Graduate School Essay" in CSC or on The Career Center's homepage.
- Take appropriate entrance exams during second semester and/or the summer.
- Begin to narrow your list of graduate or professional schools to which you will apply.
- Do you know faculty well enough to ask them for letters of reference our senior year?

### **III. Summer:**

- Work in a field that interest you. Talk with people in all occupations that interest you to learn more about those fields and to develop contacts.

## **Senior Year**

### **(Conduct Your Job Search and/or Apply To Graduate or Professional School)**

#### **I. Academics:**

- Complete courses in your major.
- Discuss post-DePauw opportunities with faculty and counselors.
- Consider a fourth Winter Term to increase experience and contacts in your chosen field.
- Think about and be able to discuss how courses in and outside your major have enhanced your skills and knowledge.

#### **II. Career Services:**

- Plan and begin conducting in earnest your job search or graduate/professional school applications.
- Secure a Winter Term internship by early October.
- Watch the “networking” dvd on the CSC web site.
- Set up informational interviews with individuals in your fields of interest.
- Utilize fall, Thanksgiving and Christmas breaks to network.

#### **Applying for Jobs:**

- Update your profile of TigerTracks.
- Attend workshops on resumes, cover letters, interviewing, job search strategies, etc.
- Update your resume and upload it on TigerTracks.
- Attend Career exploration Day in the fall.
- Approach professors and former employers to serve as potential references.
- Utilize dvd’s, videos and employer files in CSC at [depauw.edu/admin/career](http://depauw.edu/admin/career).
- Participate in a “mock” interview.
- Actively pursue off-campus employment interviews.
- Regularly check the on-campus interviews on TigerTracks.

#### **Applying to Graduate/Professional School:**

- In the fall, take the appropriate graduate/professional school entrance exams if you have not already done so.

- Request letters of recommendation from faculty and former supervisors for graduate school applications. Give your references plenty of time to write their letters.
- Complete the applications for admission to the graduate/professional schools you have chosen.
- Participate in a “mock” interview.
- Visit the graduate schools in which you are interested.