**First-Year Checklist**

*Check all items that you have already accomplished.*

**STAY ON TRACK**
- Get to know your advisor; create a course plan for their review, prepare your questions, and attend your appointment.
- Learn how to apply or certify into your degree-granting school.
- Review degree maps for course requirements and create an academic plan.

**SKILL BUILDING**
- Meet with the Office of Student Employment to learn about on-campus job opportunities and resume building.
- Become involved in an extracurricular activity to start growing your resume. Go to [theden.iupui.edu](http://theden.iupui.edu) to learn more.

**EXPLORE MAJOR AND CAREER OPTIONS**
- Use a free assessment like FOCUS or Traitify to explore your values, interests, personality, and skills (VIPS) at [acd.iupui.edu/assess](http://acd.iupui.edu/assess).
- Meet with your advisor or career consultant to discuss options, create a parallel plan, and get support.
- Use resources at [acd.iupui.edu/explore](http://acd.iupui.edu/explore) such as Major and Career Resource Guides and Candid Career to gain new career and major information.
- Review degree requirements to confirm your interest in coursework.
- Attend Major Career Information Day (MCID), Fall Career Week, and other events to learn from peers, faculty, staff, alumni, and employers.
- Conduct an informational interview or job shadow to get an insider’s view from professionals in the field.

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**Reflect and Plan**

What are two tasks on this checklist you want to accomplish before the end of this semester?

1. ____________________________________________________________
2. ____________________________________________________________

Look ahead on the next page. Which of the action items in the second year are you looking forward to completing? What challenges do you foresee?

____________________________________________________________________

____________________________________________________________________

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Ready to plan with your advisor or career consultant?
Go to acd.iupui.edu or call Academic and Career Development at (317) 274-4856 to schedule your appointment.
Second Year

- Continue to meet with your advisor each semester to review your academic and career plan and confidently apply or transition into your school before completing 60 credits.
- Continue to seek career development opportunities. Participate in major and career exploration events, develop or update your resume, join a student organization or run for a leadership position in your current organizations, and conduct an informational interview or job shadow.
- Attend a sophomore experience event—look for monthly sophomore socials or “Chew on This” sessions. Go to acd.iupui.edu/sophomore to learn more.
- Explore internships, volunteer opportunities, and part-time jobs to gain experience and to build your skills.
- Re-evaluate your major and create a parallel plan if needed. You can update your major at acd.iupui.edu/majors.

Third Year

- Continue to meet with your advisor to review your academic and career plan and to stay on track to graduation.
- Integrate into your degree-granting school by attending school-sponsored events, joining a student organization, or by taking a career planning course.
- Complete an internship or other RISE experiences such as study abroad, research, or a service-learning course. Go to rise.iupui.edu to explore your options.
- Connect with your school’s career services office to learn strategies to be more marketable for employment after graduation or to discuss graduate school opportunities.

Fourth Year

- Meet with your advisor to confirm degree requirements and to apply for graduation.
- Complete RISE requirements and continue gaining experience.
- Meet with your career services office to finalize resumes and cover letters and to conduct mock interviews.
- Research potential employers and apply for full-time positions at the start of your last semester.
- Apply to graduate.

Graduate!