

Scott College of Business
Meis Student Development Center
Four Year Professional Plan

Freshman

<ul style="list-style-type: none"> • Attend Meis Center workshops early! <ul style="list-style-type: none"> ○ Sessions fill up towards the end of the semester, so don't wait until the last minute to fulfill your Catapult requirements 	Throughout Fall and Spring semesters
<ul style="list-style-type: none"> • Get involved! Visit the SCOB Student Organization Fair <ul style="list-style-type: none"> ○ Great way to add meaningful information to your resume ○ Attend the ISU Organization Fair at the start of the semester 	Start of both Fall and Spring semesters
<ul style="list-style-type: none"> • Create a base resume and cover letter that can be altered <ul style="list-style-type: none"> ○ Attend a Meis Center workshop ○ Next submit your resume to Sycamore Career Link or come in for a walk in appointment with the Career Center ○ Use the Career Center's online resources ○ Keep your syllabi to help build your resume 	Create your base resume by the end of Fall semester Update anytime you have something new to add
<ul style="list-style-type: none"> • Visit the Career Center website & complete MyPlan to explore career interests <ul style="list-style-type: none"> ○ Picking a major/career path is difficult! MyPlan can help you investigate areas you may not have thought of ○ Attend a MyPlan review session and/or meet with a Career Advisor to discuss your results 	Complete by midterm Fall semester
<ul style="list-style-type: none"> • Attend the Career Fair <ul style="list-style-type: none"> ○ Attend Meis Center Career Fair Prep workshop ○ Be prepared! ○ Dress the part and do your homework on the companies before hand 	Attend both Fall and Spring semesters
<ul style="list-style-type: none"> • If you're interested in Study Abroad visit the Study Abroad office or call 812-237-3427 <ul style="list-style-type: none"> ○ Great resume builder and an amazing opportunity ○ It is much easier to fit Study Abroad into your schedule during your first two years of college 	If Study Abroad is even on your radar, contact the office by no later midterm of Spring semester
<ul style="list-style-type: none"> • Apply for Internships <ul style="list-style-type: none"> ○ Use Sycamore Career Link ○ Make an appointment with the Career Center ○ Check the bulletin board outside of the Meis Center for internship postings! 	Start investigating opportunities near the beginning of Spring semester
<ul style="list-style-type: none"> • Create a LinkedIn account <ul style="list-style-type: none"> ○ It is expected for all business professionals to have a LinkedIn account ○ Clean up other social media accounts because employers will search your social media accounts 	Midterm Fall semester
<ul style="list-style-type: none"> • Volunteer! <ul style="list-style-type: none"> ○ Great resume builder ○ Contact the Center for Community Engagement to learn more 	Throughout Fall and Spring semesters
<ul style="list-style-type: none"> • Foster strong relationships with your faculty and staff <ul style="list-style-type: none"> ○ Visit during office hours, ask questions, and make lasting connections ○ They can be a great resource for advice 	Throughout Fall and Spring semesters
<ul style="list-style-type: none"> • Stay up to date with the Meis Center and the Career Center by following our social media accounts 	Throughout Fall and Spring semesters
<ul style="list-style-type: none"> • Attend Meis Center freshman level workshops to continue growing as a professional 	Throughout Fall and Spring semesters

Sophomore

<ul style="list-style-type: none"> • Attend Meis Center workshops early! <ul style="list-style-type: none"> ○ Sessions fill up towards the end of the semester, so don't wait until the last minute to fulfill your Catapult requirements 	Throughout Fall and Spring semesters
<ul style="list-style-type: none"> • Update your resume and cover letter <ul style="list-style-type: none"> ○ Attend a MSDC workshop ○ Use the Career Center's online resources ○ Keep your syllabi to help build your resume 	Base resume should be created and you will need to customize a new resume for the new positions you apply for
<ul style="list-style-type: none"> • Submit your resume to Sycamore Career Link for review and post it to the resume book <ul style="list-style-type: none"> ○ Come in to the Career Center for a walk in resume review if you're having trouble ○ Companies look through posted resumes when searching for internship candidates 	Submit your resume by midterm Fall semester and continue to resubmit anytime you make updates
<ul style="list-style-type: none"> • Begin the internship search <ul style="list-style-type: none"> ○ Start the search by using Sycamore Career Link ○ Make an appointment with the Career Center to help you form your plan and learn more about Sycamore Career Link and CareerShift ○ Stay on the lookout for Career Center employer information sessions! Learn more about different employers and take the opportunity to network with industry professionals ○ Check the bulletin board outside of the Meis Center for internship postings 	Start checking Sycamore Career Link by midterm of Fall semester Starting Spring semester start searching and applying for internships every week
<ul style="list-style-type: none"> • Attend the Career Fair <ul style="list-style-type: none"> ○ Be prepared! ○ Dress the part and do your homework on the companies before hand 	Attend both Fall and Spring semesters
<ul style="list-style-type: none"> • Attend Meis Center Interview workshop and schedule a mock interview appointment with the Career Center <ul style="list-style-type: none"> ○ The more you practice interviewing, the more comfortable you'll be when it comes to the real thing 	Schedule appointment before midterm of Spring semester
<ul style="list-style-type: none"> • If you're interested in Study Abroad visit the Study Abroad office or call 812-237-3427 <ul style="list-style-type: none"> ○ Great resume builder and an amazing opportunity ○ It is much easier to fit Study Abroad into your schedule during your first two years of college 	If Study Abroad is even on your radar, contact the office by no later midterm of Fall semester
<ul style="list-style-type: none"> • Continue to be involved in campus and community organizations <ul style="list-style-type: none"> ○ These activities are great resume builders and help you gain experience and skills 	Throughout both Fall and Spring semesters
<ul style="list-style-type: none"> • Look into certificate programs to help distinguish yourself <ul style="list-style-type: none"> ○ The Career Center and the Meis Center can help you find certificates to work towards ○ Graduation is no longer enough to put you ahead of the competition 	Determine which certificates you are interested in by midterm Spring semester
<ul style="list-style-type: none"> • Enroll in the Sycamore Career Ready Certificate Program to further enhance your professional skills <ul style="list-style-type: none"> ○ You will complete most of the requirements just by following this guide ○ Once completed, it will appear on your co-curricular record as well as helping you feel more prepared to enter the professional workforce 	Contact the Career Center by midterm Spring semester to enroll
<ul style="list-style-type: none"> • Attend a networking workshop in the Meis Center or Career Center <ul style="list-style-type: none"> ○ Networking is a learned skill and it takes practice; the more you practice, the more comfortable you'll be 	Start looking for events to attend at the beginning of Fall semester

<ul style="list-style-type: none"> • Use the Alumni Mentor Database to connect with alumni in your career field of interest <ul style="list-style-type: none"> ○ They will have great advice and insight on the industry 	Check out the Database during both the Fall and Spring semesters
<ul style="list-style-type: none"> • Foster strong relationships with your faculty and staff <ul style="list-style-type: none"> ○ Visit during office hours, ask questions, and make lasting connections ○ They can be a great resource for advice 	Throughout Fall and Spring semesters
<ul style="list-style-type: none"> • Stay up to date with the Meis Center and the Career Center by following our social media accounts 	Throughout Fall and Spring semesters
<ul style="list-style-type: none"> • Attend Meis Center sophomore level workshops to continue growing as a professional 	Throughout Fall and Spring semesters

Juniors

<ul style="list-style-type: none"> • Attend Meis Center workshops early! <ul style="list-style-type: none"> ○ Sessions fill up towards the end of the semester, so don't wait until the last minute to fulfill your Catapult requirements 	Throughout Fall and Spring semesters
<ul style="list-style-type: none"> • Update your resume with activities, community service, and job experience <ul style="list-style-type: none"> ○ An updated resume will help you be more marketable and make applying to jobs an easier process ○ Don't forget to update your resume on Sycamore Career Link as well 	Throughout Fall and Spring semesters
<ul style="list-style-type: none"> • Use Sycamore Career Link to search for internships every week <ul style="list-style-type: none"> ○ Internships are important, often leading to full time employment after graduation ○ Check the bulletin board outside of the Meis Center for internship postings! 	Set time aside every week to apply for internships
<ul style="list-style-type: none"> • Schedule an appointment with the Career Center to develop a plan for your job search or graduate school 	Before midterm of Fall semester
<ul style="list-style-type: none"> • Look for networking events to attend within your career/industry area! <ul style="list-style-type: none"> ○ Check with your student organizations ○ Ask faculty for suggestions ○ Attend panels and presentations with outside professionals and introduce yourself after 	Start seeking out events at the beginning of the Fall semester and keep the search going through Spring semester
<ul style="list-style-type: none"> • Work towards a leadership role within an organization <ul style="list-style-type: none"> ○ This is great experience for life after graduation ○ You can learn a lot from leading a student organization 	Beginning of the Fall semester
<ul style="list-style-type: none"> • Attend the Career Fair <ul style="list-style-type: none"> ○ Be prepared! ○ Dress the part and do your homework on the companies before hand 	Fall and spring
<ul style="list-style-type: none"> • Keep practicing your interview skills <ul style="list-style-type: none"> ○ Schedule a mock interview with the Career Center ○ Ask your friends or parents to ask you sample interview questions ○ The more times you practice, the more comfortable you'll be for the real thing! 	Schedule appointments in both the Fall and Spring semesters
<ul style="list-style-type: none"> • Identify and ask permission of 3 people who can serve as professional references (faculty, supervisors, advisors, etc.) <ul style="list-style-type: none"> ○ Almost every job you apply for will require professional references. Having this list ready will speed up the application process 	Start by midterm of the Fall semester and continue through the Spring semester
<ul style="list-style-type: none"> • Use the Alumni Mentor Database to connect with alumni in your career field of interest <ul style="list-style-type: none"> ○ They will have great advice and insight on the industry 	Check out the Database during both the Fall and Spring semesters
<ul style="list-style-type: none"> • Foster strong relationships with your faculty and staff <ul style="list-style-type: none"> ○ Visit during office hours, ask questions, and make lasting connections ○ They can be a great resource for advice 	Throughout Fall and Spring semesters
<ul style="list-style-type: none"> • Put thought behind social media posts <ul style="list-style-type: none"> ○ Employers will look at your accounts. Don't let it be a reason for them to hire a different candidate 	By midterm of Fall semester you should be developing your online voice
<ul style="list-style-type: none"> • Stay up to date with the Meis Center and the Career Center by following our social media accounts 	Throughout Fall and Spring semesters
<ul style="list-style-type: none"> • Attend Meis Center junior/senior level workshops to continue to grow as a professional 	Throughout Fall and Spring semesters

Seniors

<ul style="list-style-type: none"> • Attend Meis Center workshops early! <ul style="list-style-type: none"> ○ Sessions fill up towards the end of the semester, so don't wait until the last minute to fulfill your Catapult requirements 	Throughout Fall and Spring semesters
<ul style="list-style-type: none"> • Update your resume with activities, community service, and job experience <ul style="list-style-type: none"> ○ This will speed up the application process ○ Create tailored resumes for the different jobs you apply for ○ Don't forget to update your resume on Sycamore Career Link as well 	Throughout Fall and Spring semesters
<ul style="list-style-type: none"> • Create an adaptable cover letter and be prepared to make adjustments <ul style="list-style-type: none"> ○ Writing cover letters can be very challenging but having one that you can make edits to depending on the job will make things easier 	Throughout Fall and Spring semesters
<ul style="list-style-type: none"> • Schedule an appointment with the Career Center to develop a plan for your job search or graduate school 	Before midterm of Fall semester
<ul style="list-style-type: none"> • Attend the Career Fair in the fall and spring semesters <ul style="list-style-type: none"> ○ Be prepared! ○ Dress the part and do your homework on the companies before hand 	Check the Career Center website for the dates
<ul style="list-style-type: none"> • Do your research! <ul style="list-style-type: none"> ○ Investigate different industries and career paths ○ Utilize the Career Center's website for resources ○ Think outside the box—all companies need marketing executives, HR staff, accountants, etc. 	Start this within the first month of the Fall semester
<ul style="list-style-type: none"> • Devote time every week to search for employment <ul style="list-style-type: none"> ○ Yes you are busy but finding a job takes longer than you may anticipate ○ You may get many rejections until you find the right fit for you ○ Be prepared to take the time and put forth the effort—getting a job can take time 	Start by midterm of the Fall semester and continue through the Spring semester
<ul style="list-style-type: none"> • Identify and ask permission of 3 people who can serve as professional references (faculty, supervisors, advisors, etc.) <ul style="list-style-type: none"> ○ Almost every job you apply for will require professional references. Having this list ready will speed up the application process 	Start by midterm of the Fall semester and continue through the Spring semester
<ul style="list-style-type: none"> • Develop your list of friends, previous colleagues, and contacts for job leads <ul style="list-style-type: none"> ○ Your network is very important and is probably deeper than you realize 	Start by midterm of the Fall semester and continue through the Spring semester
<ul style="list-style-type: none"> • Put thought behind social media posts <ul style="list-style-type: none"> ○ Employers will look at your accounts. Don't let it be a reason for them to hire a different candidate 	By midterm of Fall semester you should be developing your online voice
<ul style="list-style-type: none"> • Use the Alumni Mentor Database to connect with alumni in your career field of interest <ul style="list-style-type: none"> ○ They will have great advice and insight on the industry 	Start looking for connections after midterm of Fall semester
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<ul style="list-style-type: none"> • Stay up to date with the MSDC and the CC by following our social media accounts 	Throughout Fall and Spring semesters
<ul style="list-style-type: none"> • Attend Meis Center junior/senior level workshops to continue to grow as a professional 	Throughout Fall and Spring semesters
<ul style="list-style-type: none"> • Ask questions! <ul style="list-style-type: none"> ○ If you have questions specific to your situation or general questions then ask! We are all here to help you succeed. ○ Contact the Career Center, The Meis Student Development Center, or your professors! 	Throughout Fall and Spring semesters

