

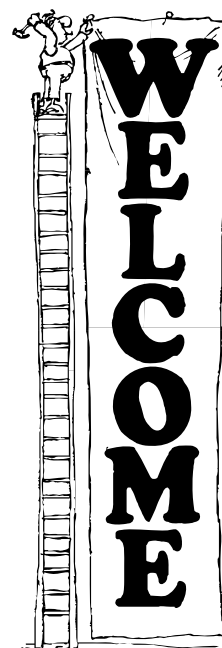
Career Action Plan *for First-Year Students*

As a first year student, your focus is on adjusting to university life and discovering the opportunities that your new environment offers. Your transition can be enhanced by:

- becoming familiar with campus resources
- utilizing services that can help you achieve academic success and develop career plans.
- building relationships with other students, faculty, and staff.
- getting involved in campus life.

Specifically, you should:

- **Meet your academic advisor.** Visit your academic advisor during office hours and introduce yourself. He/she can keep you informed about what's happening in your department and on campus, provide guidance through the course selection process, help you to plan future semesters, and refer you to additional campus resources.
- **Review online information about the skills necessary for academic success.** Tips for developing study, note-taking, time management, and test-taking skills are available at: www.clarion.edu/admin/academicssupport/academic
- **Visit campus web sites.** Campus offices that provide academic- and career-related services include: [Academic Enrichment Center](#), [Career Services Center](#), [Counseling Services](#), [University Advising Services Center \(U-ASC\)](#), and [Writing Center](#).
- **Stay current with campus information and events.** The [Clarion Call](#), WCUB-TV (Channel 19 on local cable), WCUC-FM 91.7, [Newswire](#), [iClarion](#), and campus e-mail can keep you apprised of what's happening on campus, including educational, career, social, athletic, and cultural programs.
- **Participate in residence hall and community living activities.** You'll meet new people, have fun, and develop interpersonal and social skills...two skills which are valued by employers!
- **Attend Activities Day.** On the first day of the fall semester, Clarion hosts a fun and informative event near the Gemmell Student Center where you can learn about recognized student organizations that mesh with your interests.
- **Register on MyActivities.** Set up an account on [MyActivities](#) so you can access an online database of campus and community activities and search for ones matching your interests and talents.



- **Expand your experiences.** Employers consistently rank "on-the-job experience" as a top qualification that new college graduates should possess. Gain practical experience through part-time work, volunteerism, service learning, and work-study programs. Information is available at: <http://www.clarion.edu/career/experience>
- **Keep a record of your first year.** Use your [MyActivities](#) account to document details about your first-year honors, activities, experiences, and achievements. Print an unofficial report and make an appointment to review it with your advisor. He/she can assess your progress and provide suggestions that will move your academic and career plans forward during your sophomore year.
- **Save evidence.** Develop a system for saving documents and other materials (such as papers, projects, etc.) that can be used to build a portfolio and provide evidence of your capabilities to employers.
- **Begin building a resumé.** Visit the Career Services Center resume writing site at www.clarion.edu/career/resume/ and learn how to prepare a resumé. Start creating a rough draft in your first year. You'll have a head start when applying for scholarships, summer work, part-time jobs, or internships.
- **Become a career investigator.** Conduct research through online, print, and people resources to obtain information about occupations that interest you. Talk to anyone you can think of (such as family, friends, employers, alumni, and acquaintances) about the nature of their current and past jobs.
- **Read about the career success of some Clarion alumni.** If you're developing academic or career plans, you can benefit greatly from the insights and advice provided by Clarion University alumni. Review the [Alumni Career Snapshots](#) to learn about the broad range of occupations, employers, and professional accomplishments of Clarion graduates.
- **Plan for a summer or part-time job** that will give you an opportunity to gain work experience and develop good work habits.
- **Attend the Experience Expo.** The Career Services Center hosts a [Spring Semester campus event](#) where you can connect with employers/agencies that offer internships, summer jobs, and volunteer opportunities.
- **If you have not declared a major:**
 - Visit the Career Services Center's online Decision-Making Information Center at www.clarion.edu/career/majorchoice/.
 - Visit the University Advising Services Center for suggestions on first steps to take and a password to use e-Discover, an online career assessment program that will help you to determine some majors matching your skills, interests, and values.
 - Register for AE 260 "Career Exploration and Planning."

This publication is available online at:
www.clarion.edu/career/careerplanning/actionplans.htm

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