Academic/Career Four-Year Planning Worksheet

Freshman & Sophomore Years: Academic Planning Table

	Fall		Spring		Summer		Fall		Spring		Summer	
Area		Credit		Credit		Credit		Credit		Credit		Credit
		Hours		Hours		Hours		Hours		Hours		Hours
Acceptance												
Criteria or												
Prerequisite												
Acceptance												
Criteria or												
Prerequisite												
☐ UB Cirriculum												
☐ General												
Education (GE)												
☐ UB Cirriculum												
☐ General												
Education (GE)												
☐ UB Cirriculum												
☐ General												
Education (GE)												
Total Credit Hours:												

Freshman & Sophomore Years: Career Exploration & Extracurricular Planning Table

Summer	1 st Year Fall	1 st Year Spring	Summer	2 nd Year Fall	2 nd Year Spring	Summer
Start a journal or on-	Start your UB Go-To	Join campus club(s)	Review and update	Visit Career Services	Attend Job Fairs	Take summer research
line folder to record	List		your list of strengths	and learn how to build		or field course
information about				your resume, cover		
your Academic and				letter, and research		
Career exploration				companies		
Start a list of your	Find tutoring for your	Discuss updated plan	Take summer courses	Investigate Study	Talk to an Alumni	
skills and strengths	courses	with your advisor		Abroad programs	Mentor	
What skills will you	In October, schedule	Attend Summer Job		Take Skills and	Do a practice	Know when to apply to
need for the 21st	appt. with academic	Fair and look for		Interest Inventories	interview with Career	your major
century? Do a Google	advisor	campus job		with Career Services	Services	
search						
Talk to professionals	Attend a Life &	Take courses to	Continue dialog with	Have you completed	Will you need letters	Continue dialog with
in fields that you find	Learning Workshop	prepare you for	academic advisor and	requirements for your	of reference? Who	academic advisor and
interesting		Undergrad. research	career counselor	intended major?	will you ask?	career counselor
Review Undergrad.	Volunteer on campus	Take UBE 202: Career	Evaluate your	Look into Study	Take part in group	Evaluate your academic
Catalog for majors and	or in your community	Planning course	academic plan	Abroad programs	projects	plan
minors						
	Review your academic			Assess your computer	Practice public	
	plan			skills	speaking	

Revised: 8/13/2018

Academic/Career Four-Year Planning Worksheet

Junior & Senior Years: Academic Planning Table

	Fall		Spring		Summer		Fall		Spring		Summer	
Area		Credit		Credit		Credit		Credit		Credit		Credit
		Hours		Hours		Hours		Hours		Hours		Hours
Acceptance												
Criteria or												
Prerequisite												
Acceptance												
Criteria or												
Prerequisite												
□ UB Cirriculum												
☐ General												
Education (GE)												
☐ UB Cirriculum												
☐ General												
Education (GE)												
☐ UB Cirriculum												
☐ General												
Education (GE)												
Minor or Elective												
Total Credit Hours:												

Junior & Senior Years: Career Exploration & Extracurricular Planning Table

Summer	3 rd Year Fall	3 rd Year Spring	Summer	4 th Year Fall	4 th Year Spring	Summer
	Make preparations for graduate school	Internship	Internship	File for Graduation		
Who is on your Career Network List?	Update and review your skills and interests	Prepare for Graduate Admissions Tests	Evaluate your academic plan	Enter competition for your field	Attend Senior Celebration events	
Continue dialog with academic advisor and career counselor	Find articles on Hot Topics or New Trends in your field	Look at current job openings to assess skills and backgrounds required	Schedule informational interviews with people in areas of interest	Prepare for the world of work		
Schedule informational interviews with people in areas of	Study Abroad Work with faculty on undergrad. research project	Study Abroad Take leadership roles in clubs and organizations		Attend Financial Planning workshops		
interest	Become a tutor	Schedule Practice Interview				

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