

FIRST YEAR STUDENTS **Self-Discovery**

- I have developed SMART goals for my time at Marian.
- I completed the CliftonStrengths and Sigi3 assessment through my classes or The Exchange and have met with an Exchange staff member to debrief.
- I met with my academic advisor in-person to learn about my academic requirements and explore new resources.
- I have met with my academic advisor or The Exchange and understand how to present myself professionally in my chosen field, and how my actions in college affect my future.
- I have planned my finances for the next four years, including expenses related to unpaid internships, clinicals, or study abroad opportunities.
- How are my grades? I visited the Peer Tutoring Center to learn about study skills and time management.
- I am building my campus network and gaining personal and professional development by getting involved, joining a student organization, volunteering, and meeting other students.
- I have taken advantage of opportunities to network, through my academic department, The Exchange, and student organizations.
- I have attended a study abroad information session and/or met one on one with an advisor.
- I met with The Exchange to begin developing my resume, to sign up for Handshake, and to learn how they can help me prepare for my future. This resume can be used for on-campus employment and as a starting point for future use.
- I've started saving for graduate school and immigration applications related to Optional Practical Training (OPT).

SECOND YEAR STUDENTS **Career Exploration & Planning**

- I clarified my interests, skills, personality type, and values.
- I met with my academic advisor to plan my future semesters.
- I have researched the requirements and deadlines to apply for clinicals, internships, study abroad, and graduate programs.
- I have reviewed my personal budget to accommodate added expenses for experiential opportunities.
- I have attended Marian events that will aid in my personal and professional development.
- I am actively involved in student organizations.
- I have met with my academic advisor to learn about summer internship opportunities and how to gain transferable skills. International students should have met with the Global Engagement Office-International Student Success to gain the required permission to participate in an internship.
- I have worked with The Exchange to create a LinkedIn profile and joined professional groups related to my interests.
- I have updated my social media accounts after considering my personal profiles from an employer's perspective.
- I engaged in informational interviewing with professionals that are in my fields of interest.
- I have continued to take advantage of opportunities to network through my academic department, The Exchange, and student organizations.
- I have completed at least 2 mock interviews at The Exchange.
- I have continued to save for graduate school and immigration applications related to OPT.
- I have reviewed my degree audit with my academic advisor.
- I have revisited my first and second year SMART goals to see how far I've come!

THIRD YEAR STUDENTS

Decision Making & Reflection

- I met with my academic advisor in-person to ensure that I'm on track to graduate.
- I met with The Exchange to prepare for my internship, update my resume, develop a job search strategy, and practice my interviewing skills.
- I created a timeline for graduate school entrance exams, preparation courses, and application deadlines.
- I have considered or participated in a significant experiential learning opportunity such as an internship, directed research, study abroad, Ethics Bowl, Speech Team, etc.
- I attended career fairs, on-campus employer information sessions, and participated in on-campus recruiting.
- I have sought leadership positions on campus and am actively developing my personal leadership style.
- I am knowledgeable about dressing professionally and have started building my professional wardrobe/ have visited the Dress to Impress Closet in The Exchange.
- I have attended *Networking Knights* and continue to take advantage of all opportunities to network.
- I increased my global perspective and cultural competence by seeking out diverse experiences in the community.
- I have joined local chapters of national organizations related to my chosen field.
- I have talked with GEO-International Student Success about the employment authorization process that I will go through during my final year and have continued to save money for the application and/or graduate school.
- I have revisited my SMART goals and have revised them.
- I have downloaded and explored the Interstride International student app that helps with career planning.

FOURTH YEAR STUDENTS

Job Search & Advanced Education Plan

- I have reviewed and completed the SMART goals of my previous three years.
- I have revised resume through The Exchange to aid in my job search.
- I have explored the Interstride International Student app that helps students explore organizations that have been international student-friendly.
- I have met with The Exchange to update my application documents and review strategies for obtaining full-time employment.
- I have continued to take advantage of all opportunities to network.
- I have explored graduate programs and have submitted the required applications.
- I have talked with current and/or previous employers as well as campus faculty and staff members to ask for them to provide positive recommendations for programs, further study, or employers.
- I attended career fairs, employer information sessions, and participated in mock interviews to meet potential employers.
- I refined my LinkedIn profile and have increased my activity, emphasizing my personal brand and marketable qualities.
- I began applying for employment prior to graduation.
- I have applied for OPT work authorization through GEO-International Student Success.
- I have planned for transportation for CPT and OPT (car, carpool, car service, or bus).

Adapted from USI.edu and Marian University's The Exchange; www.marian.edu