

Academic and Professional Four-Year Guide

FRESHMAN YEAR—EXPLORE

Your first year is a time to focus on your academics, assess your interests, and explore available options. The Center for Academic and Professional Success (CAPS) and your Edge Advisor is here to help you begin this process.

Academic

- Establish good study habits and know your Grade Point Average requirements.
- Review your [Degree Works report](#).
- In the fall semester, create an academic plan with your [Edge Advisor](#).
- Meet with your [Edge Advisor](#) at least once per semester.
- Establish Faculty relationships; build a strong relationship with faculty; visit during office hours.
- Undertake career field related [volunteer work](#) that provides you with hands on experience.
- Investigate [undergraduate activities](#) and get involved in clubs and organizations.
- If interested in the Health Professions, sign up for the [Clinical Exploration Program \(CEP\)](#).
- Explore [Tutoring and Testing](#); get tutoring assistance as needed.
- Attend [Library workshops](#) to learn research strategies.

Professional

- Get acquainted with [Handshake](#) the NSU internship and job portal. Fill out your profile and begin to explore the system.
- Meet with your [Edge Advisor](#) to create your career plan.
- Take [Focus2Career](#) assessments to learn more about yourself and identify your skills, strengths, and potential career paths.
- Talk about your career interests with parents, friends, professors, and professionals.
- [Develop a winning resume](#) and continue to update as your experience and skills.
- Attend [Recruit A Shark—Career Expo](#) to explore internships, research and volunteer opportunities in your field.
- Attend at least two [career events](#) per semester.
- Follow CAPS on [Facebook](#), [Twitter](#), and [Instagram](#) to keep informed of workshops and events.

SOPHOMORE YEAR—RESEARCH

Focus on your academic classes and continue to explore and gather information about career fields. Summer jobs, internships, informational interviews, and volunteer activities will provide first-hand insights.

Academic

- Stay on track: Verify your GPA.
- Review your [Degree Works report](#).
- Finalize major selection.
- Continue to broaden faculty contact.
- Continue [volunteer work](#).
- Begin researching travel [study opportunities](#).
- Begin researching [internship opportunities](#).
- Remain active with [clubs/organizations](#).
- Meet with your [Edge Advisor](#) at least once each semester.
- Explore [research opportunities](#) if appropriate in your major.
- If you are considering graduate or professional school, begin investigating programs of interest, and prepare for appropriate admissions testing: GMAT, LSAT, MCAT, GRE, PCAT, OAT and DAT.

Professional

- Continue to expand your knowledge of career options.
- Practice your 30-second commercial with your [Edge Advisor](#).
- Conduct [informational interviews](#) with people who work in career fields of interest to you.
- Learn more about the job market by browsing through the [Occupational Outlook Handbook](#) and [O*NET](#).
- Work with your [Edge Advisor](#) to learn about opportunities that will help you gain experience and learn more about your work preferences.
- [Schedule a Mock Interview](#) to practice interviewing for an internship.
- Attend [Recruit A Shark—Career Expo](#) to explore internships, research and volunteer opportunities in your field.
- Apply to professional organizations related to your interests—many have a discounted student membership fee.
- Sign-up and attend at least two [career events](#) per semester.

Academic and Professional Four-Year Guide

JUNIOR YEAR—DECISIONS

Aim for strong academic performance, especially in your major, and reflect on relevant projects in the field. Internships, research and summer employment will help you acquire new skills, learn more about careers, and develop a network of contacts. Submit graduate school applications, letters of reference, and test scores early preferably the summer before your senior year.

Academic

- Continue meetings with your [Edge Advisor](#) at least once each semester, and complete a Junior-to-Senior Audit.
- Maintain a competitive GPA.
- Review your [Degree Works report](#).
- Serve on a committee/organization and seek a meaningful leadership position.
- Attend information sessions and programs sponsored by NSU.
- Have back-up plans for graduate/professional school worked out.
- Prepare for graduate/professional school applications and any required standardized tests.
- Submit graduate school applications, letters of reference, and test scores early.

Professional

- Narrow down your choices and discuss your career plan with your [Edge Advisor](#).
- Research companies and pinpoint job titles that align with your skill set and are a good match.
- Attend [Recruit A Shark—Career Expo](#) and Graduate School Fairs to meet recruiters and learn more about institutions and programs.
- Begin to establish professional contacts to assist with your job/[internship search](#).
- [Continue to shadow professionals and conduct informational interviews](#) with those in your field of choice.
- Participate in an [internship](#) or externship program to refine skills and build your professional network.
- Meet with your [Edge Advisor](#) to update your [resume](#).
- If considering [Graduate or Professional School](#) discuss application components and [personal statement](#) with your [Edge Advisor](#).

SENIOR YEAR—DEFINE OPTIONS

Focus on your academic classes and continue to explore and gather information about career fields. Summer jobs, internships, Informational interviews, and volunteer activities will provide first-hand insights.

Academic

- Complete applications for professional school and submit.
- Review your [Degree Works report](#) for accuracy.
- Follow-up with faculty and others writing recommendation letters to make sure they are sent to the appropriate graduate/professional program.
- Meet with your [Edge Advisor](#) (Fall semester) to update Senior Audit and review progress towards degree completion.
- Request your final transcript.
- Make sure that the information on your transcript is accurate.
- Consider mentoring freshman students on campus via clubs/organizations.
- Complete [online degree application](#) (early in Winter semester).

Professional

- Create a target list of companies you would like to work for, and/or graduate programs you would like to attend and meet with your [Edge Advisor](#) to develop strategies to target them.
- Attend [Recruit A Shark—Career Expo](#) and check [Handshake](#) often for opportunities.
- Discuss with your [Edge Advisor](#) how to target your [resume](#) and [cover letter](#) to specific organizations and positions.
- Make another [Mock Interview appointment](#) to hone your interviewing skills.
- Attend conventions, conferences, and networking [events](#) to expand your networking contacts.
- Use your contacts to identify job opportunities and get referrals.
- Review Graduate and Professional school application components with your [Edge Advisor](#).
- Attend [Professional networking events](#) on and off campus.