

# Career Clock:

## Creating a Four-Year Academic and Career Plan

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*Dear Student,*

*The Seminole pathway begins at your first year and continues throughout the semesters leading up to graduation day. For some, that path is relatively straight and smooth, for others it can be filled with twists, turns, and even a few rough patches. Regardless of how your Seminole journey develops, advisors from the Florida State University Career Center and Advising First are here to offer our assistance. With a shared commitment to student success, we have teamed up to create this Career Clock guide.*

*As advisors, we understand that your success depends on receiving the right information and support along the way. Each phase of your academic and career development presents its own areas of focus from selecting a major in the beginning of your academic career, to landing a great position upon graduation. The Career Clock guide has been written with the different phases of your career and academic progress in mind. It is divided into four sections that represent each academic year. Within each segment is a list of specific steps you can take to stay on track with your progress at Florida State University. It is presented in a checklist format, so you can work through the steps that correspond with your academic level. Many of the items require the participation of career or academic advisors, who are available to help at any point along the way.*

*As you work through the items contained within the guide, you will see that it takes hard work to understand yourself and achieve your personal goals. You will also see the benefits that result from all of your efforts. We wish you the best as you embark upon this exciting journey.*

*Sincerely,*

*Your advisors*

*The Career Center, Division of Student Affairs  
Advising First, Division of Undergraduate Studies*



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# Freshmen: Do You Have the Time?

The first year of college is an exciting transition. The career clock focus of the first year is on exploring and selecting the major. Choosing a major involves several steps that include getting to know yourself, understanding your interests and abilities, and narrowing your list of possible major choices. Academic advising and career planning offer personalized attention that will help you with this major decision.



## Academic Planning

- Make an initial selection of your major. For more information about majors at FSU visit [academic-guide.fsu.edu](http://academic-guide.fsu.edu). To declare or change your major, contact the Advising First office at 644-3430.
- If you are having difficulty selecting a major meet with an academic advisor to discuss your options, including the Exploratory major at Florida State University. Advisors who specialize in working with students who are still exploring their majors are housed in Room 213, Eppes. Call 645-2847 for more information.
- If you have already selected a major, be sure to make an appointment to meet with an academic advisor in your area of study. To identify an advisor in your major, go to [undergrad.fsu.edu/advisors/](http://undergrad.fsu.edu/advisors/).
- With the help of your academic advisor, select Liberal Studies and introductory courses that meet university requirements and allow you to explore majors of interest. Pay special attention to completing your English and Math requirements.
- Be sure to review your SASS report, your Academic Map and related Milestone courses with your advisor to make yourself aware of your progress toward meeting all major and university requirements for graduation.
- Enroll in a Freshman Interest Group (FIG), which can serve as additional sources of support for you during your first year of college.

## Career Planning

- Visit the Career Center at DSC 1200 and ask for help in finding resources on various majors and/or occupations.
- Identify personal interests, needs, and skills. Go to [career.fsu.edu/advising/modules.html](http://career.fsu.edu/advising/modules.html). Review Module III, "Looking at You" for examples of self-assessment activities.
- Log into your profile on SeminoleLink at [career.fsu.edu](http://career.fsu.edu) and update your profile to start a relationship with the Career Center.
- Begin self-directed exploration of specific occupations in which you have an interest and how these relate to majors you are considering.
- Visit faculty and departments for majors of interest.
- Start your online Career Portfolio. Log on at [portfolio.fsu.edu](http://portfolio.fsu.edu); take the **First Time User Tour** and begin building your portfolio.

### Action Steps

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# Sophomores: Make The Sophomores: Make the Time

By your sophomore year, you will have a better understanding of your major choice. To stay on track with your career clock, it is important to be actively involved in your academic planning and career development. This is the time to begin researching and testing the exciting possibilities that await you upon graduation.



## Academic Planning

- Meet with your academic advisor to review your SASS report and Academic Map to plan the completion of liberal studies and prerequisite requirements for your major.
- Complete all math and writing requirements to fulfill the "Gordon Rule." For more information about Gordon Rule requirements, visit <https://nwrdc.fsu.edu:1204/fsycrr01>.
- Take the CLAST exam by the time you complete 60 credit hours or check with an academic advisor for your major to see if you qualify for an exemption.
- Talk with your academic advisor to find out if you need to complete a special application for your major.. Make yourself aware of any deadlines and specific requirements that may be needed for your intended major.
- If you are still undecided about your major, continue to seek academic advisement. Advisors who are specialized to work with exploratory students are housed in 213 Eppes. In addition, make an appointment to visit advisors in your major of interest.

## Career Planning

- Visit the Career Center in DSC 1200. Ask a career advisor about resources to help you clarify your skills, interests, and values.
- Enroll in SDS 3340, *Introduction to Career Development*. Call 644-6431 for class information or visit [career.fsu.edu](http://career.fsu.edu).
- Review the Career Center's Module II on Career Decision Making for resources and suggestions to help you make your major decision; visit the Career Center Web site and scan the *Guide to Career Decision Making*.
- Talk with a career advisor about how to make contacts with professionals in an area of interest and how to conduct an information interview. Check out the Professional Network through SeminoleLink at [career.fsu.edu](http://career.fsu.edu) to find professionals in your area of interest.
- Gain authorization for SeminoleLink *Plus!* services to explore internship possibilities. Visit [career.fsu.edu](http://career.fsu.edu) or talk with a career advisor for assistance.
- Check out volunteer options through the Center for Leadership and Civic Education (644-3342).
- Find part-time jobs through the Student Employment link found at [career.fsu.edu](http://career.fsu.edu).
- Update your on-line Career Portfolio at [portfolio.fsu.edu](http://portfolio.fsu.edu).
- Review sample resumes and cover letters in the Career Center library or have your existing resume and cover letters critiqued by a career advisor.

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# Juniors: Time Marches On

Junior year is the year to sharpen your focus and build your credentials. Networking with possible employers, gaining experience in your field, and delving into your major coursework are all important parts of this year's career clock. With the help of academic and career advisors, consider developing a graduate/professional school or employment plan and set achievable goals for yourself that will lead to success.



## Academic Planning

- Meet with your academic advisor to review your SASS report and Academic Map to confirm that you have an appropriate plan to complete all requirements necessary for your major and for graduation.
- Apply for graduation (when you reach 90 credit hours) with the Registrar and with your Dean's office in your major. These requests should be made two terms prior to your planned graduation date.
- Begin completing courses for your major, as well as courses for your minor (if appropriate).
- Speak with faculty about specializations and current trends in your areas of interest.
- Join and be active in a student organization affiliated with your academic department.
- If you are questioning the major you have chosen or are having difficulty with that major, contact the Center for Retention and Academic Support at 644-0387 to discuss your academic options.

## Career Planning

- Visit the Career Center and review information resources to identify career fields you wish to consider further.
- Get involved in a professional organization related to your career field. Inexpensive student memberships are often available. Ask a professor for recommendations or visit the Career Center to identify an appropriate organization.
- Make contacts with professionals in an area of interest. Expand your information network. Check out the Professional Network through SeminoleLink at [career.fsu.edu](http://career.fsu.edu) to find professionals in your area of interest.
- Enroll in SDS 3340, *Introduction to Career Development*. Call 644-6431 for class information or visit [career.fsu.edu](http://career.fsu.edu).
- Explore the possibility of an internship or cooperative education experience related to your major or career field through SeminoleLink *Plus!* services. Visit [career.fsu.edu](http://career.fsu.edu) or talk with a career advisor for assistance.
- Find a part-time job that may help you gain work experience at [career.fsu.edu](http://career.fsu.edu)
- Sign-up for a Mock Interview to practice your interviewing skills. Visit [career.fsu.edu](http://career.fsu.edu) for information.
- Check out volunteer opportunities at the Center for Leadership and Civic Education (644-3342).
- Update your on-line Career Portfolio at [portfolio.fsu.edu](http://portfolio.fsu.edu).

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# Seniors: Time Is Running Out

If you have followed all the career clock steps leading up to your senior year, then it is time to land a great job or pursue your dreams for graduate/professional school! For late starters, there is still time to gain work and volunteer experience, network with employers, and perfect your interviewing and resume writing skills. You are now ready to apply all you've learned during your time as a Seminole, and take the world by storm!



## Academic Planning

- If you have not done so already, initiate a major/minor check with your Dean's office within your major and a graduation check with the Registrar's Office.
- Meet with your academic advisor to make sure that you are on course to complete all university and major requirements for graduation.
- Explore opportunities for DIS (Directed Individual Study), co-op, internship, or volunteer experiences in your field.
- Complete applications for graduate or professional studies early! Take any required tests needed.
- Apply for graduation by the tenth day of classes within the term you wish to graduate.

## Career Planning

- Revise your resume and have it critiqued by a Career Advisor
- Visit the Career Center and talk with a career advisor to plan your job or grad school search
- Gain authorization for SeminoleLink *Plus!* Services to access job search services: on-campus recruiting, job listings, and job search agents. Visit [career.fsu.edu](http://career.fsu.edu) or talk with a career advisor for assistance.
- Enroll in SDS 3340, *Introduction to Career Development*, Unit III: Job Hunting Strategies. Call 644-6431 for class information.
- Attend workshops in the Career Center on "Job Search Strategies," "Resume Writing," "Interview Preparation," etc. See [career.fsu.edu](http://career.fsu.edu) for the Calendar of Events.
- Investigate and research potential employers at the Career Center and Strozier Library.
- Seek employment at various career expositions and by using SeminoleLink *Plus!* Talk to a career advisor about other job search strategies.
- Sign up for a Mock Interview to practice your interviewing skills. Visit [career.fsu.edu](http://career.fsu.edu) for information.
- Update your on-line Career Portfolio at [portfolio.fsu.edu](http://portfolio.fsu.edu) and refer potential employers to visit your portfolio.

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# Advising First

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## Who Are We?

Advising First is a program within the Division of Undergraduate Studies at Florida State University. The program places professional academic advisors throughout the University's many academic units, as well as other off-site locations to assist undergraduate students with a variety of academic and non-academic issues. Currently, Advising First has approximately 40 professional advisors working in numerous locations across campus.

## What We Do?

Advising First staff provide academic advising to help FSU students meet liberal studies, major, and university requirements. Along with being housed in colleges and departments, our advisors are also available in the UCA Advising Center, Eppes, Oglesby Union, Strozier Library, Suwannee Dining Hall, and a variety of other "floating locations" across campus.

The Eppes Advising Center focuses on advising freshman and sophomore students who are not ready to declare an intended major. This center works closely with undecided/exploratory students to help them take the appropriate liberal studies and introductory courses while exploring their available academic and career options. The UCA Advising Center focuses on assisting students with major changes and working with students who are required to change their major under the university's new "mapping" system, a process we call "re-vinging."

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## Why Should You Come to See Us?

In order to graduate from FSU, students must complete a combination of Liberal Studies, University, and major requirements. Meeting all of these requirements can sometimes feel overwhelming for students. Advising First advisors are extremely knowledgeable about these requirements, and can work closely with you to make sure that you stay on an efficient path toward graduation.

## How Should You Contact Us?

Our main office is located at A3200 University Center, Florida State University, Tallahassee, FL 32306, (850) 644-3430. The WJB Advising Center is located in Room 106, William Johnston Building, Florida State University, Tallahassee, FL 32306, (850) 645-2847. Visit our Web site at [advisingfirst.fsu.edu](http://advisingfirst.fsu.edu) to look up contact information for our individual academic advisors by major and/or interest area.

Some of our advisors offer "drop-in" sessions, while others request that you make an appointment. Please contact individual advisors to inquire about their drop-in and/or appointment procedures. Remember to see your academic advisor early and often!

### Action Steps

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# The Career Center

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## Who Are We?

We are an easy access, “all-in-one” career services center designed to meet the needs of every student from freshmen or graduate level. We are here to help you wherever you are planning your major or career, job hunting, or searching for other post-graduation plans.

## What Can We Do for You?

Our staff can assist you with career and academic planning, job search strategies, and application to graduate and professional schools. At the Career Center you also can explore your skills, interests, and other work preferences and how these relate to your career and academic goals. You can also use the Center’s state-of-the art computer-based career guidance lab to learn about yourself and your career options. Our library contains more than 3,000 print and multimedia resources to help you research your options, including occupations, fields of study, and employers.

## Why Should You Come to See Us?

We encourage all students to come get help with their career and employment questions. You may be confused about your initial major choice or trying to decide whether to switch majors. Career advisors can guide you through the decision-making process and provide resources that will enable you to make a more informed decision. You may be trying to expand your knowledge of how you can use your major in the world of work. The Career Center can help you better understand the wide variety of occupations that might fit your interests and academic goals.

By taking advantage of the Career Center’s SeminoleLink resources, you can access co-op and internship positions, part-time job opportunities, mock (practice) interviewing, as well as opportunities for full time employments. We can help you polish your resume and cover letters, improve your interviewing skills, and develop a winning job search strategy. The Career Center also provides a Web-based portfolio service to help you document your skills and accomplishments in pursuit of your future goals.

## How Should You Contact Us?

Visit our main office in 1200 Dunlap Success Center (DSC) Career advisors are available on a drop-in basis, Monday-Friday 9:00 a.m. to 4:30 p.m. (except Fridays 1:30 to 2:30 p.m.). We have satellite offices in the Colleges of Business and Engineering. Evening hours are available on Tuesday in the fall and spring semesters. The Career Center Web site, [career.fsu.edu](http://career.fsu.edu), contains a great deal of information that can support your career planning and job search activities. Call 644-6431 or chat via our Web site for more information.

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The  
**Career Center**  
*linking futures*

850.644.6431 • [career.fsu.edu](http://career.fsu.edu)

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