

Your School of Business 4-Year Guide

Business students at UConn go on to have rewarding and successful careers, and/or continue their education by seeking advanced degrees. Use this list of activities to help guide you to be the most engaged and prepared Business student. It is not meant to be a comprehensive list, but a suggested developmental outline to help you on your journey. As a future business professional we encourage you to take risks – begin by doing one thing on the list, and building from there. Jump in, no matter where you are in the process, and begin to engage and prepare in meaningful ways!

LAUNCH in Your First Year: <i>Exploring</i>	LAUNCH in Your Second Year: <i>Making Decisions</i>
<ul style="list-style-type: none"> <input type="checkbox"/> Explore the advising website undergrad.business.uconn.edu to familiarize yourself with resources, policies, and contact information <input type="checkbox"/> Focus on academics—good grades and positive relationships with your professors will make you stand out <input type="checkbox"/> Hone your skills with time-management, and reading and writing, as these skills will be essential in the workforce achieve.uconn.edu <input type="checkbox"/> Prepare for and attend all required advising meetings (before your enrollment appointment time) <input type="checkbox"/> Read all emails from your advisor, and professors, so as to not miss important information <input type="checkbox"/> Review and revise your résumé with the UCDO team (begin to remove entries from high school and consider ways to replace them with college experiences), and get familiar with career resources available career.business.uconn.edu <input type="checkbox"/> Learn more about yourself—identify personal interests, values, skills, and abilities at TME.uconn.edu, and also identify majors that relate to your interests and skills <input type="checkbox"/> Talk with family, friends, faculty, staff, and alumni about their jobs, maybe even consider spending a day “shadowing” someone in your field of interest <input type="checkbox"/> Attend the Majors Fair in the Fall <input type="checkbox"/> Attend Career Fairs to start to see what’s out there <input type="checkbox"/> Join a club or organization that interests you: attend Involvement Fairs and explore online uconncontact.uconn.edu/organizations <input type="checkbox"/> Participate in campus activities to help you meet new people and enjoy your time here more, and gain skills (collaboration, follow-through, organization, public speaking, etc.) <input type="checkbox"/> Subscribe to the Wall Street Journal to stay current with world events (free to UConn Business students at: wsj.business.uconn.edu) <input type="checkbox"/> Consider leadership opportunities at diversity.business.uconn.edu/leadership <input type="checkbox"/> Attend career events career.uconn.edu/events <input type="checkbox"/> Consider applying to the Honors Program honors.uconn.edu <input type="checkbox"/> Other? _____ 	<ul style="list-style-type: none"> <input type="checkbox"/> Make sure you understand University and major requirements <input type="checkbox"/> Prepare for and attend all required advising meetings (before your enrollment appointment time) <input type="checkbox"/> Complete BUSN 3005 (Career Development in Business course) by the end of your 4th term, or early in Junior year <input type="checkbox"/> Declare your major by the end of your 3rd term (under the FORMS tab at: undergrad.business.uconn.edu) <input type="checkbox"/> Participate in a professional immersion experience such as the Prudential Bootcamp <input type="checkbox"/> Visit UCDO to update your résumé and create your LinkedIn profile (use a professional photo) career.business.uconn.edu <input type="checkbox"/> Practice interviewing skills in preparation for internships, etc. <input type="checkbox"/> Join a club or organization that is of interest to you, and one associated with your chosen major <input type="checkbox"/> Explore career-related opportunities such as internships, volunteer work, and career-related part-time employment career.uconn.edu/careerexploration <input type="checkbox"/> Consider earning an experiential certificate (leadership, global awareness, Bloomberg terminals, etc.) <input type="checkbox"/> Complete your profile on HuskyCareerLink, powered by Handshake career.uconn.edu/resources <input type="checkbox"/> Research grad programs and UConn 4+1 programs undergrad.business.uconn.edu/academics/4plus1 <input type="checkbox"/> Plan for references—get to know your professors and staff on campus <input type="checkbox"/> Explore Education Abroad opportunities undergrad.business.uconn.edu/experience/abroad <input type="checkbox"/> Consider leadership opportunities at diversity.business.uconn.edu/leadership <input type="checkbox"/> Attend career events career.uconn.edu/events <input type="checkbox"/> Continue to read the Wall Street Journal to stay current with world events (free to UConn Business students at: wsj.business.uconn.edu) <input type="checkbox"/> Other? _____
<p>SUMMER: Look for jobs or shadowing opportunities related to your interests, volunteer in your community. Consider taking a course to lighten your load, or get back on track, if necessary.</p>	<p>SUMMER: Gain more experience related to your interests and goals. Research experiential learning opportunities (internships, case competitions, study abroad).</p> <p style="text-align: center;">UConn SCHOOL OF BUSINESS</p>

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LAUNCH in Your Junior Year: *Learning Outside the Classroom*

- Review **University** and **major requirements**—run your Academic Requirements Report (studentadmin.uconn.edu/help/students/academic-requirements-report) to check your specific requirements and *fully take ownership of your education*
- Get to know your new **Advisor** (a professor in your field)
- Engage with your **academic department** and identify a **faculty mentor**
- Attend **career** events career.uconn.edu/events
- Consider if a **UConn 4+1 program** is for you and apply: undergrad.business.uconn.edu/academics/4plus1
- Research** employment options available to you in your chosen major
- Continue to **talk with professionals** in your field
- Continue to work with UCDO to update your **résumé** and **LinkedIn** profile, establish a strong network
- Update your **HuskyCareerLink / Handshake** profile
- Apply for summer **internship** opportunities
- If considering **graduate school**, begin researching schools and relevant graduate school exam schedules
- Attend **job fairs**
- Explore **Education Abroad** opportunities undergrad.business.uconn.edu/experience/abroad
- Be **intentional** with your co-curricular experiences—consider moving into a leadership position in a club or organization to which you belong
- Build your list of **references**—create a list of people in your professional network (faculty, staff, former employers, community members)
- Continue to read the **Wall Street Journal** to stay current with world events (free to UConn Business students at: wsj.business.uconn.edu)
- Schedule **mock interview** sessions with career staff
- Consider leadership opportunities at diversity.business.uconn.edu/leadership
- Other?** _____

SUMMER: Gain more experience related to your interests and goals. Continue discussions with professionals in your field. Practice talking about yourself and your skills.

LAUNCH in Your Senior Year: *Putting it into Action*

- Review **University** and **major requirements**—run your Academic Requirements Report (studentadmin.uconn.edu/help/students/academic-requirements-report) to ensure you are ready to graduate
- Be sure you have all of your major(s) / concentration / minor(s) **declared correctly**
- Apply for graduation** and submit your Final Plan of Study once registered for your final semester
- Attend **job fairs**
- Join** a professional organization, and continue your involvement on campus
- Update your **résumé** and review **cover letter** writing skills—have them reviewed by career staff
- Complete the **MBTI** for further self-discovery
- Consider leadership opportunities at diversity.business.uconn.edu/leadership
- Continue to read the **Wall Street Journal** to stay current with world events (free to UConn Business students at: wsj.business.uconn.edu)
- If attending **graduate school**, complete application process
- Prepare** for interviews, attend **mock interview** sessions
- Engage with your **academic department** and work with your **faculty mentor**
- Collect **references** and **letters of recommendation** from your faculty
- Research trends** and new developments in your field
- Apply for jobs!** Search Handshake, network, research careers and employers
- Connect with the **Alumni Office** to facilitate transition to being a UConn Alum uconnalumni.com
- Other?** _____

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