

CAREER PLANNING

Career Services

Career decision-making is a continuing process requiring active involvement in the investigation of self, education, and career possibilities. There are two main approaches to choosing a major and relating it to a career goal:

1. Choose a major because it is intellectually stimulating and develop gradually a career goal while progressing through the program; **or**,
2. Decide on a career goal first and then choose a major that will provide the best preparation for that career.

Whichever method you use, it is important to identify your skills, interests, and values; to explore majors and their relationships to careers; and to pursue a goal.

Developing educational plans and career goals are closely related, and the university offers a broad range of assistance to its students. Academic advisors from the various colleges and/or departments can help you select your academic major and plan a course sequence to fulfill degree requirements. The University College course (UCOL 1002) "Gateway to College Learning" is an excellent introduction to the university and a basic foundation on which to build your educational and career goals. In addition to the University College and the individual college and departmental advisement units, the following offices can be helpful:

University College Assessment Center, Wagner Hall, ucac@ou.edu, 325-4336

Career Services, Oklahoma Memorial Union, Suite 323, oucs@ou.edu, 325-1974

Career Services also offers programs to assist students in learning job search skills and providing various avenues to help students identify and obtain internships, co-ops, and professional employment. Career Services provides a highly regarded program of on-campus interviewing, an online job board, an employer contact database, and career fairs to bring you in contact with employers.

If you participate in the available programs and services, you can enjoy the satisfaction of the rich experiences offered by the University of Oklahoma. It's your future; plan it wisely.

Career Planning Calendar

Freshman Year

- Identify your personal interests and needs; assess your career skills, values, and goals.
- Participate in campus organizations and activities that interest you.
- Check out careers by attending career fairs and discussing ideas with professors, academic counselors, and career advisors in Career Services.
- Use FOCUS2 to assess interests and learn about majors and careers.
- Take the Strong Interest Inventory at The Center for Major & Career Exploration.
- Enroll in UCOL 2021 to assist with choosing a major or schedule an appointment with The Center for Major & Career Exploration.
- Use Career Services to learn how to create a winning resume.

- Login and update your Handshake account with Career Services.
- Interview for a summer job related to your career interests.

Sophomore Year

- Continue your appraisal of your personal interests, needs, skills, values, and goals.
- Talk to individuals doing work of interest to you (informational interviewing).
- Login to your Handshake account to update your profile and upload your resume for employers to view.
- Take courses to assist you with career decisions (CAS 3091 or ENGR 3510).
- Attend events featuring employers such as career fairs or meetings sponsored by campus organizations, your department, or your college.
- Join a campus organization related to your major or career interest.
- Review the Handshake Job Board and apply for on-campus interviews for internships or co-ops.
- If your career path requires graduate or professional school, research what education and credentials you will need in advance.

Junior Year

- Enhance your job search, business etiquette, resume writing, and interviewing skills by attending workshops watching webinars, and by using the resources available in Career Services.
- Actively develop leadership and communication skills in campus organizations.
- Update your resume and have it critiqued by Career Services.
- Login to your Handshake account to update your profile and upload your updated resume for employers to view.
- Review the Handshake Job Board and apply for on-campus interviews for internships or co-ops.
- Research employers in your field through the Handshake Employer Database or online by exploring their websites.
- Attend career fairs to expand your network and apply for internships or co-ops.
- Enroll in a course to learn the most effective job search techniques (CAS 3091 or ENGR 3510).

Senior Year

- Login to your Handshake account to update your profile.
- Update your resume and have it critiqued by Career Services.
- Attend career fairs dressed professionally with resumes ready to distribute.
- Attend meetings of professional associations as a student member to network with professionals in your field.
- Look for opportunities to further develop your leadership skills through a campus organization related to your major or career interest.
- Become familiar with the various job search sites online that are related to your career interests.
- Review and apply for full-time postings on the Handshake Job Board.

Academic Planning Calendar

Freshman Year (0–30 hours)

- **Complete** required freshman English composition courses (ENGL 1113 and ENGL 1213).

- **Complete** General Education Math requirement.
- **Complete** all other course requirements and any necessary application procedures for admission to the Norman campus degree college of choice by the end of the freshman year.
- **Complete** any necessary testing for admission to major programs and degree colleges, such as the PPST (Pre-Profession Skills Test), as needed for admission to a teacher education program in the College of Education or the Language Skills Test for admission to a journalism and mass communication program in the Gaylord College of Journalism and Mass Communication.
- **Interested** students not previously admissible to the Honors Program should apply for admission as soon as the necessary hours and grade point average are acquired.

Sophomore Year (30–60 hours)

- **Complete** remaining requirements and the application procedures for admission to the degree college of choice at the University of Oklahoma Health Sciences Center.
- **Complete** required courses and application procedures for formal acceptance into such Norman campus programs as health and exercise science, journalism and social work.
- **Finalize** decision about choice of major or run the risk of delaying graduation (some of the highly structured programs such as engineering require firm decisions during the freshman year).
- **Consider** study abroad programs.

Junior Year (60–90 hours)

- **Consider** double major, minor, and area of concentration.
- **Complete** any necessary testing and application procedures for admission to professional schools (such as the MCAT and application to medical schools the second semester).
- **Request** initial graduation check from degree college office during the last semester of the junior year.
- **Consider** such post-baccalaureate options as Fulbright Grants and Rotary Scholarships.

Senior Year (90 hours and above)

- **All** requests for program adjustments should be made no later than the beginning of the senior year.
- **Request** final graduation check from degree college early in the last term of enrollment.
- **Apply** for graduation during the last term of enrollment (applications should be submitted by March 1 for spring, July 1 for summer and October 1 for fall).
- **Satisfy** all remaining requirements for the degree program, including courses, hours, grade point average, residence, and any additional requirements for anticipated distinguished degree.
- **Apply** for admission to post-baccalaureate programs and complete any required testing.
- **Degrees** are formally conferred at spring commencement. Degrees are awarded and diplomas mailed at the end of each semester and summer session.

It is the student's responsibility to meet deadlines and all other requirements from the beginning of the freshman year through graduation. Information about deadlines and requirements is available from advisors.