

# CAREER PLANNING



## Career Center

Career planning and decision-making is a continuous 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 a career goal gradually 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.

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. In addition to the Academic Success Center and the individual college and departmental advisement units, the following offices can be helpful:

**Assessment Center**, Wagner Hall, [assess@ou.edu](mailto:assess@ou.edu), (405) 325-4336

**Career Center**, Oklahoma Memorial Union, Suite 323, [careercenter@ou.edu](mailto:careercenter@ou.edu), (405) 325-1974

## Co-ops and Internships

Cooperative education, internships, and practicums, which are available in a wide variety of settings, can make students' academic study come alive by providing practical experience related to their academic goals. This experience can help students evaluate their career choices and enhance their employability upon graduation. More than 50 undergraduate fields of study offer positions, ranging from informal arrangements between a professor and a business colleague to formal, required internships. Some internships are paid positions; other field experiences may provide the opportunity to earn credit toward a degree while gaining practical work experience. Co-ops are always paid experiences. Visit the Career Center to identify openings and opportunities and contact the representative who coordinates specialized programs through your academic department. The Career Center will help

you learn the job-search skills and techniques necessary to be successful in the application process. For additional information, contact the Career Center, 3rd floor Oklahoma Memorial Union, (405) 325-1974.

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

- Sign in and explore your Handshake account - including the mobile app. Start filling out your profile with experience, coursework, and involvement.
- Make an appointment with a Career Advisor to explore and join a Career Community and receive career advice.
- Identify your personal interests and determine your career goals
- Get involved with campus organizations and activities.
- Take one of the free career assessments through the Center for Major & Career Exploration.
- Apply for summer jobs and/or study abroad programs.
- Maintain good grades. A great GPA will help you stand out.
- Sign up to volunteer at one of the OU Career Center job & internship fairs.

### Sophomore Year

- Update your profile on Handshake, review the job board, and explore the resources to apply for internships or co-ops.
- Make an appointment with a Career Advisor to create a winning resume.
- Attend on-campus and virtual events featuring employers of interest
- Sign up to volunteer at one of the OU Career Center job & internship fairs.
- Join a campus organization or apply for an on-campus job that relates to your major or career interest(s).
- Get a professional headshot taken during headshot drop-ins at the OU Career Center.
- Apply for summer jobs and/or study abroad programs.
- Update or join a Career Community through Handshake

### Junior Year

- Update your Handshake profile and create your LinkedIn account to research employers in your field by viewing the company's page or website.
- Enhance your job search, business etiquette, and interviewing skills by using the resources available through the Career Center
- Actively develop leadership through campus organizations by taking on an officer or committee member position.
- Attend job & internship fairs to expand your network and apply for internships or co-ops.
- If your career path requires graduate or professional school, research what you need to advance.
- Update or join a Career Community through Handshake.

### Senior Year

- Make sure your Handshake and LinkedIn profiles are updated, and your resume is ready to go.

- Attend job & internship fairs dressed professionally, prepared with questions to ask employers, and ready to distribute resumes.
- Attend meetings of professional associations as a student member to network with professionals in your field.
- Update or join a Career Community through Handshake.
- Visit Career Community pages to find specific industry job sites.
- Review and apply for full-time positions through Handshake and LinkedIn, and other job search sites related to your career interests
- Complete the Post-graduation survey on Canvas, updating your future plans for full-time employment or continued education.

## 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** General Education First-Year Experience 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 December 1 for spring, March 1 for summer and May 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.