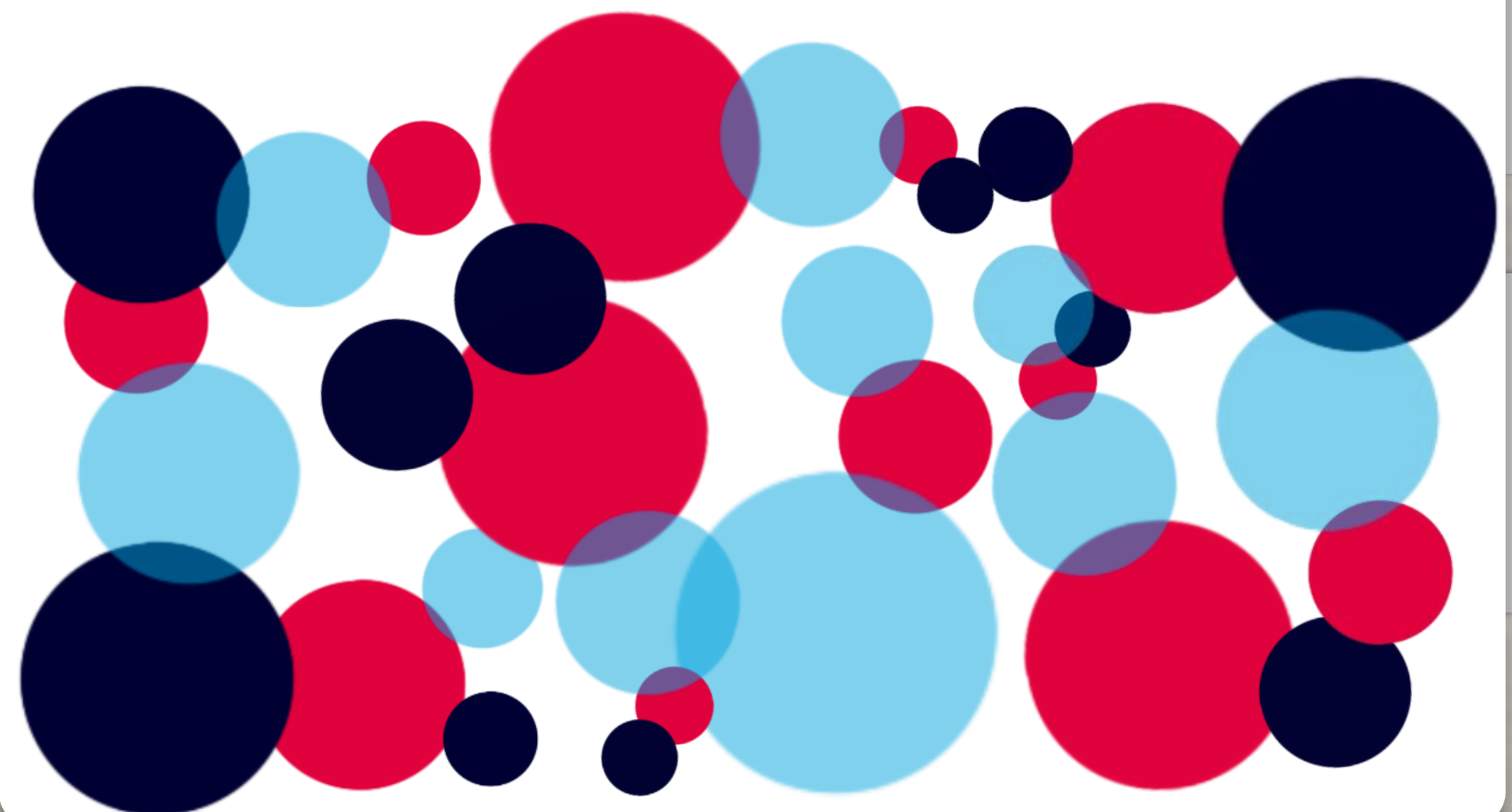


UNIVERSITY OF
GUELPH
HUMBER
CAREER AND
PLACEMENT SERVICES

Career Plan notebook



FOUR YEAR PLAN

1

A university education should challenge you to explore new opportunities and to critically analyze information. By embracing this challenge you may begin to think about your life and to consider career and life choices that will respond to your goals and values.

2

While your primary goal is to achieve academic success and intellectual growth, your involvement in student life and leadership activities at the University of Guelph-Humber will also allow you to develop invaluable social and interpersonal skills. This Four Year Plan is designed to assist you in making these connections, mapping out your future, and setting goals towards achieving them.

3

We challenge you to use this plan to explore and answer the question: who do you want to be, here at the University of Guelph-Humber and in the world?

4

A PLAN DESIGNED FOR YOU

The Four Year Plan is designed for you — the undergraduate student. The plan clarifies what is expected of you and the support that's available from your first year to your final year. It provides you with benchmarks for planning your undergraduate career and for sharing your achievements with advisors, professors, friends, parents, graduate school admission committees and prospective employers.

The Four Year Plan is intended to provide you with a solid foundation that will allow you to maximize opportunities in your academic and your co-curricular life.

Following the [Four Year Plan](#) will help you to achieve the following goals:

- **Excel** in your coursework.
- **Be** an active and collaborative learner.
- **Integrate** your classroom education with community-based learning through internships, applied projects, volunteerism, senior research, assignments, co-curricular activities and leadership opportunities.
- **Explore** all of the resources and support offered at the University of Guelph-Humber (staff, faculty, services, and facilities) to ensure your success.
- **Identify and apply** the skills you acquired from all of your experiences.

FIRST YEAR

SECOND YEAR

THIRD YEAR

FOURTH YEAR

1

FIRST YEAR: ASSESS

During your first year, you will build the foundation for a successful university experience.

Finding your place within the University of Guelph-Humber community will help you establish your unique identity and allow you to embrace all opportunities.

Below are some goals for your first academic year:

- ❑ [Get to know](#) your Career and Placement Coordinator.
- ❑ [Make an appointment](#) with Career Support Peer (CSP) for advice on developing a professional [resume and cover letter](#).
- ❑ [Log on to ghworks.guelphhumber.ca](#) to find a career related summer job/part-time job or volunteer opportunity.
- ❑ [Start to explore](#) potential placements and employment opportunities.
- ❑ [Attend](#) at least one career related event.
- ❑ [Join a club or society](#) such as DECA U, Guelph-Humber Advertising and Marketing Association (GHAMA), GuHu Media, Psych Society and many more!
- ❑ [Get involved](#) in extra-curricular activities for personal and professional development. Some opportunities will be applicable to go onto your Co-Curricular Record ([guelphhumber.ca/life/ccr](#)).
- ❑ [Inventory the skills](#) you want to market to employers i.e. Clifton-Strengths ([guelphhumber.ca/life/clifton-strengths](#))

Notes and Reflection

FIRST YEAR

SECOND YEAR

THIRD YEAR

FOURTH YEAR

SECOND YEAR: PLAN

Expand your self-awareness and involvement in programs and activities that interest you.

These goals encourage focused exploration and preparation for the next phase of your university career:

- ❑ Visit [GH108](#) for career exploration resources.
- ❑ Start to think about how your course selection and [area of emphasis/specialization](#) will relate to a future career.
- ❑ Look into requirements for specific careers or additional education.
- ❑ Update your [resume](#) to reflect new experiences and have a Career Support Peer (CSP) review it.
- ❑ Start looking for work experience in an area of career interest.
- ❑ Check [GHworks](#) for job postings from employers who are looking to hire students.
- ❑ Book an appointment for a mock [interview](#) to get feedback and to improve your interview skills.
- ❑ Arrange an [informational interview](#) with someone in a field of interest.
- ❑ Volunteer in order to build your resume and professional network.
- ❑ Attend a [Career Services workshop](#) such as Grad School, Teachers College, Resume and Cover Letter and many more!
- ❑ Maintain a professional social media presence on websites like LinkedIn. Join discussion groups in areas of career interest to gain more insight into the field and make connections with people already working in the field.

Notes and Reflection

3

THIRD YEAR: ENGAGE

The transition into third year is a critical time in your academic career and related university activities.

This is a time to celebrate your accomplishments and to focus your efforts for your last two years of study.

These goals may also be helpful for transfer students who are just beginning their studies at the University of Guelph-Humber:

- ❑ **Build relationships** with faculty and professionals in preparation for future graduate and professional applications.
- ❑ **Attend faculty office hours regularly** and actively participate in class.
- ❑ **Update your [resume](#)** with recent experience.
- ❑ **Update your [portfolio](#)** and website (if relevant to your industry).
- ❑ **Research graduate school programs** and prepare your applications.
- ❑ **Prepare for entrance exams** - your Career and Placement Coordinator can help.
- ❑ **Continue conducting [informational interviews](#).**
- ❑ **Begin practising your [networking skills](#)** by attending a career fair or networking event.

Notes and Reflection
