THIRD YEAR  Gain experience and build your network

☐ Set up a LinkedIn account and start building your network with classmates, co-workers, friends, family, and alumni.  ➔ linkedin.com

☐ If you are currently working, ask yourself if the position is related to your career goals and if not, challenge yourself to seek new opportunities.

☐ Use Handshake to search, apply for and arrange your internships.  ➔ careers.unl.edu

☐ Plan and document your internship. If you are not earning academic credit, enroll in CASC 095: Internship in Arts and Sciences, a free, 0-credit course to include the internship on your transcript.

☐ Attend career fairs and events to gain career information and connect with employers.

☐ Investigate graduate / professional school programs and develop a timeline for admission tests and applications.

☐ Meet with a career coach to discuss your long-term goals, update your resume, and plan your next steps.

☐ Confirm your graduation requirements with your advisor before registering for classes in your two semesters.

FOURTH YEAR  Prepare for life after graduation

☐ Identify references for jobs or graduate / professional school among faculty, advisors and employers. Seek their permission and share your plans.

☐ Begin a professional job search early. If you are graduating in May, start in the fall. Meet with a career coach to discuss strategies and resources.

☐ Connect with employers by attending career fairs and events and using Handshake to find jobs.

☐ Apply for graduate or professional programs well in advance of established deadlines.

☐ Participate in a mock interview for employment or admission with a career coach in the Academic and Career Advising Center.

☐ Apply for graduation early in your final semester, and complete the graduation survey about your plans.

You can do anything with a degree from the College of Arts and Sciences! Employers are looking for both strong academic preparation and career-related experience. Make your plan for success with the Academic and Career Advising Center.
Let curiosity move you.

We’re here to help with just about anything related to your success at Nebraska and beyond. Here are just a few suggestions to help you get started.

**Every Semester** Connect with faculty and advisors

- Visit each instructor’s office hours at least once. Introduce yourself and ask a few questions about succeeding in the course. These interactions could lead to a long term relationship resulting in research opportunities and a reference for future employment or advanced education.

  **1st Semester:** Course / Instructor / Office Location

- Meet with your advisor. Every College of Arts and Sciences (CAS) student is assigned a professional academic advisor who is committed to your personal, academic and professional success. Your assigned advisor is based on your primary major, but most students have more than just a single major, so additional advisors, as well as faculty experts in the disciplines are always available. The Academic and Career Advising Center, 107 Oldfather Hall, is the undergraduate hub of the college, offering daily walk-in academic advising for quick questions, as well as career coaching. CAS students interested in health or law also work with specialized pre-professional advisors in the Explore Center, 127 Love Library South.

  Your assigned advisor is: __________________ Office: __________ E-mail: __________________

  Additional advisors (minor, 2nd major, pre-health or pre-law): ______________________

- Utilize the career coaches. Explore your interests, abilities, and career values. Identify and prepare to apply for internships, research, education abroad, service, and leadership opportunities. Research career options or graduate programs that connect to your academic program and your long-term goals. Develop your resume and practice interview skills. Walk-ins and appointments are available daily in the Academic and Career Advising Center, 107 Oldfather Hall.

- Use the academic calendar to stay on top of deadlines for changing your courses or your grade option.

  registrar.unl.edu/academic-calendar

- Register early during Priority Registration for the best selection of courses, days and times. Your registration date and time depends on your class standing and can be found in MyRED.

  Priority Registration for next semester’s courses: __________________

**First Year** Get settled and identify your resources

- Activate your Handshake account, UNL’s online job search system. Part-time jobs on and off campus are listed here, as well as internships and full-time jobs for later.

  careers.unl.edu

- Learn how to use online tools like MyRED, MyPLAN, Degree Audit and the Undergraduate Catalog.

  cas.unl.edu/advising-FAQs

- Use academic resources like the Writing Center, Math Resource Center, Language Lab and more.

  cas.unl.edu/academic-resources

- Attend workshops by the First Year Experience and Transition Programs on study skills, time management and more.

  success.unl.edu

- Join at least two student organizations including one related to your academic or career interests.

  cas.unl.edu/get-involved involved.unl.edu

- Draft a resume or update the one you already have. Have it reviewed by a career coach in the Academic and Career Advising Center at University Career Services. Continue to develop and customize it for each use and seek feedback from a variety of sources including faculty and employers.

  careers.unl.edu

- Consider taking CASC 200: Career Development for Arts and Sciences Students to guide your next steps to gaining experience and planning for life after graduation.

**Second Year** Explore career interests and prepare to gain experience

- Explore available academic options for minors or even a second major. Flexibility is one of the best things about being a CAS student!

  catalog.unl.edu

- Use your Handshake account to connect with employers for internships and jobs.

  careers.unl.edu

- Participate in an Education Abroad “GO Session” to learn about programs, processes, planning and the Early Abroad Scholarship.

  educationabroad.unl.edu

- Identify opportunities to engage in research within your academic program including the Undergraduate Creative and Research Experience (UCARE) program.

  ucare.unl.edu

- Stay involved with student organizations and seek opportunities to hold a leadership position.

  involved.unl.edu

- Meet with a career coach in the Academic and Career Advising Center to identify ways to gain experience that will best prepare you (internships, research, education abroad, leadership and service).

  cas.unl.edu/career-preparation

- Consider taking CASC 200: Career Development for Arts and Sciences Students to guide your next steps to gaining experience and planning for life after graduation.