

CSSE/Career Services  
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## Career Services Charts Your Course

Although luck may have something to do with students getting their first job, the largest number of students starting careers or beginning graduate school (after graduation) arrived there by following a planned path.

Notwithstanding the dips and turns of undergraduate education, Sharron Zavattaro, Director of Career Services & Study Abroad Programs, suggests stages of activities in which students should engage each year of their education. Focal areas for career planning cluster in each year for students. Students who enroll at Massachusetts College of Liberal Arts later in their undergraduate career should meet with staff in the Career Services Center during the first semester of their course work. In this way, transfer students can develop a personalized plan. Below is a flow chart of the ideal four-year scheme.

### Freshman Year

- Become fully aware of College learning opportunities and services
- Establish a productive social network
- Begin studies and learn required skills
- Realize personal responsibility for major course of study and personal career choice

### First Year Summer

Obtain a job and view work critically in anticipation of your future career choice.



### Sophomore Year

- Identify resources available to choose or confirm your major course of study. Explore minor programs.
- Strengthen relationships with advisors and career specialist
- Systematically investigate majors (if needed)
- Evaluate interests, skills, aptitudes and use SIGI<sup>3</sup> (computer assisted career planning tool)
- Consider long range career plans
- Declare a major if you have not, if you have selected a major confirm that choice.

### Second Year Summer

Evaluate jobs in light of personal financial needs and career direction.

### Junior Year

- Concentrate on course work in your major.
- Continue long range career planning.
- Identify career options/develop plan.
- Identify and possibly implement internship.
- Plan summer employment in light of goals and experiences needed.
- Learn informational interviewing techniques.
- Participate in international study experiences.

### Third Year Summer

Conduct informational interviews in selected careers.

Build references from work site supervisor.

### Senior Year

- Finalize career path choices
- Identify and engage in internship service
- Build references from faculty, internship supervisors, employers, etc.
- Prepare for job search (refine resume & interviewing skills)



Website for Career Services:  
[www.mcla.edu/career](http://www.mcla.edu/career)