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| Academic Activities: Green |
| Career Development Activities: Blue |
| Involvement Opportunities: Red |

2-Year Student Success Plan

Being a successful college student and future alumni means having a well-rounded college experience. You should be engaged both inside and outside of the classroom. Utilize this Student Success Plan for steps to take each semester to develop your college experience, graduate on time, and achieve career success!

Year 1 – Junior Year

| Fall | Spring |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Develop a long term academic plan using the Degree Planner tool. <input type="checkbox"/> Learn how to access your Academic Requirement Report and Degree Planner to monitor your degree progress regularly. <input type="checkbox"/> Read the Advisement Handbook provided during New Student Orientation to obtain important information for your success. <input type="checkbox"/> Take 15 units each semester or 30 units per year to graduate on time. <input type="checkbox"/> Register with Golden Eagle CareerLink, the Career Center’s online database featuring on and off campus jobs and internships. <input type="checkbox"/> Make sure you are receiving CBE Jobs and CBE Internships Emails. <input type="checkbox"/> Meet the CBE Employer Relations and Career Development Coordinator (Nikita Lau) nlau12@calstatela.edu for career development opportunities. <input type="checkbox"/> Develop a strong resume and cover letter. <input type="checkbox"/> Learn about summer internships and network with potential recruiters/employers. <input type="checkbox"/> Set up an LinkedIn/Indeed/Career Link. <input type="checkbox"/> Check the CBE website for information on events, workshops, and academic requirements. Learn how to navigate the website & continue to utilize it throughout your college career. <input type="checkbox"/> Get to know faculty, counselors, administrators and campus leaders. Start building relationships. Become familiar with campus resources & use them during your college career. <input type="checkbox"/> Make sure you check your Cal State LA email for important college specific updates and information. <input type="checkbox"/> Attend CBE Student Services Center & other campus events. | <ul style="list-style-type: none"> <input type="checkbox"/> Assess your GPA after your first semester and discuss your progress with your Academic Advisor. Discuss your transition to college with your advisor for tips and support. <input type="checkbox"/> Attend a <i>Résumé Basics</i>/ Cover Letter workshops offered by the Career Center. <input type="checkbox"/> Investigate part-time jobs, summer jobs, internships or volunteer experiences to build on the resume. <input type="checkbox"/> Complete trainings on Lynda.com and add them to your LinkedIn. <input type="checkbox"/> Apply for summer internships. <input type="checkbox"/> Research jobs that are in high demand and that match your skills and interests using O*NET. <input type="checkbox"/> Attend CBE Student Services Center & other campus events such as resume review, mock interviews, and employer information sessions. <input type="checkbox"/> Attend Wellness Workshops by the Student Health Center. <input type="checkbox"/> Identify and utilize university resources that are helpful for you including Library, UTC, UWC, Career Center, Health Center, etc. |

Legend

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Helpful Links:
[CBE Homepage](#)
[How to Access your Advisement Report](#)
[Advising Handbook](#)
[Requesting an Advising Appointment](#)
[Career Center Campus Jobs](#)
[University Catalog](#)
<http://www.calstatela.edu/business/studentclubs>
[Career Development Online Resources](#)
[O*NET](#)
<http://www.calstatela.edu/business/placement>

Year 2 – Senior Year

| Fall | Spring |
|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Follow-up with your Academic Advisor to ensure you are making progress. Clarify questions regarding your requirements and academic plan. Discuss your challenges with your advisor for support. <input type="checkbox"/> Start thinking about your plans after graduation. If you plan to attend graduate school, begin researching programs and developing your application materials. <input type="checkbox"/> Attend a Graduation Workshop to apply for Spring or Summer graduation. <input type="checkbox"/> Review weekly Career Information from CBE Employer Relations and Career Development Coordinator and explore different options. <input type="checkbox"/> Network with employers at Internship and Part-time Job Fair. <input type="checkbox"/> Apply for full time job opportunities. <input type="checkbox"/> Set up a profile on Indeed and LinkedIn. Check out alumni and different individuals in your major to begin building your network. <input type="checkbox"/> Select and grow in on a leadership (Director) position within a student organization. <input type="checkbox"/> Attend CBE Student Services Center & other campus events. | <ul style="list-style-type: none"> <input type="checkbox"/> Check your Academic Requirement Report and Degree Planner to monitor your progress and check your GPA. Ask your academic advisor if you have questions/concerns. <input type="checkbox"/> Attend <i>Fundamentals of Interviewing</i> workshop offered by the Career Center or CBE. <input type="checkbox"/> Attend Career Development Grad Fair to meet employers and learn about job opportunities. <input type="checkbox"/> Apply for full time job opportunities. <input type="checkbox"/> Get letters of recommendation and/or obtain job references. <input type="checkbox"/> Inquire about working with a faculty member on a research project. |

Helpful Links:
[CBE Graduation Workshops](#)
[Occupational Outlook Handbook](#)
<https://www.linkedin.com/>
<https://www.glassdoor.com/index.htm>
<https://www.indeed.com/>
[Career Development Handouts](#)
[O*NET](#)