

Academic Activities: <b>Green</b>
Career Development Activities: <b>Blue</b>
Involvement Opportunities: <b>Red</b>

**4-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**

Fall	Spring
<ul style="list-style-type: none"> <li><input type="checkbox"/> Develop a long term academic plan using the Degree Planner tool.</li> <li><input type="checkbox"/> Learn how to access your Academic Requirement Report and Degree Planner to monitor your degree progress regularly.</li> <li><input type="checkbox"/> Read the Advisement Handbook provided during New Student Orientation to obtain important information for your success.</li> <li><input type="checkbox"/> Take 15 units each semester or 30 units per year to graduate on time.</li> <li><input type="checkbox"/> Register with Handshake, the Career Center’s online database featuring on and off campus jobs and internships.</li> <li><input type="checkbox"/> Make sure you are receiving CBE Jobs and CBE Internships Emails.</li> <li><input type="checkbox"/> Attend Welcome Week activities and other Student Services Center events.</li> <li><input type="checkbox"/> Explore and join a student organization in CBE or at Cal State LA (Link Below).</li> <li><input type="checkbox"/> Get to know faculty, advisors, administrators and campus leaders. Start building relationships. Become familiar with campus resources &amp; use them during your college career.</li> <li><input type="checkbox"/> Attend Office Hours to introduce yourself to the professors.</li> <li><input type="checkbox"/> Check the CBE website for information on events, workshops, and academic requirements. Learn how to navigate the website &amp; continue to utilize it throughout your college career.</li> <li><input type="checkbox"/> Make sure you check your Cal State LA email for important college specific updates and information.</li> <li><input type="checkbox"/> Make sure you check your Cal State LA email for important college specific updates and information.</li> </ul>	<ul style="list-style-type: none"> <li><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.</li> <li><input type="checkbox"/> Take the <i>Focus 2</i> career assessment to learn about your personality, skills and interests (<i>link below</i>).</li> <li><input type="checkbox"/> Make an appointment with a career advisor at the Career Center to discuss your <i>Focus 2</i> results and your major selection. Identify your areas of interest and skill set.</li> <li><input type="checkbox"/> Reflect on your courses to identify which topics you enjoy learning and which do not come naturally to you. Use this insight to select a major and/or business option.</li> <li><input type="checkbox"/> Attend a <i>Résumé Basics</i> workshops offered by the Career Center.</li> <li><input type="checkbox"/> Investigate part-time jobs, summer jobs or volunteer experiences to begin building a resume.</li> <li><input type="checkbox"/> Attend CBE Student Services Center &amp; other campus events such as resume review, mock interviews, and employer information sessions.</li> <li><input type="checkbox"/> Complete trainings on Lynda.com and add them to your LinkedIn.</li> <li><input type="checkbox"/> Research jobs that are in high demand and that match your skills and interests using O*NET.</li> <li><input type="checkbox"/> Attend Wellness Workshops by the Student Health Center.</li> <li><input type="checkbox"/> Identify and utilize university resources including the Library, Center for Academic Success (tutoring and writing assistance), Career Center, Health Center, etc.</li> </ul>

**Legend**

Academic Activities: <b>Green</b>
Career Development Activities: <b>Blue</b>
Involvement Opportunities: <b>Red</b>

**Year 2**

<b>Fall</b>	<b>Spring</b>
<ul style="list-style-type: none"> <li><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.</li> <li><input type="checkbox"/> Take 15 units each semester or 30 units per year to graduate on time.</li> <li><input type="checkbox"/> Network with employers at Internship and Career Fairs.</li> <li><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.</li> <li><input type="checkbox"/> Use the Career Center Candid Careers website and other links provided below to explore majors and career opportunities. Verify if the major you have declared is right for you. Declare a major and/or option if you have not yet done so.</li> <li><input type="checkbox"/> Select and grow within a student organization.</li> <li><input type="checkbox"/> Get involved in a volunteer organization or campus job.</li> <li><input type="checkbox"/> Apply for L.E.A.P. through the Cal State LA Center for Student Involvement.</li> <li><input type="checkbox"/> Attend a Study Abroad Workshop to learn about summer and semester long study abroad opportunities and financing.</li> <li><input type="checkbox"/> Attend CBE Student Services Center &amp; other campus events.</li> </ul>	<ul style="list-style-type: none"> <li><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.</li> <li><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.</li> <li><input type="checkbox"/> Attend <i>Fundamentals of Interviewing</i> workshop offered by the Career Center or CBE.</li> <li><input type="checkbox"/> Explore internships that you might be interested in and start applying.</li> <li><input type="checkbox"/> Research jobs that are in high demand and that match your skills and interests using O*NET.</li> <li><input type="checkbox"/> Visit your professors during office hours to ask career advice or for help with any course material.</li> <li><input type="checkbox"/> Develop leadership skills by becoming an officer within a student organization.</li> <li><input type="checkbox"/> Inquire about working with a faculty member on a research project.</li> <li><input type="checkbox"/> Attend CBE Student Services Center &amp; other campus events.</li> <li><input type="checkbox"/> <b>INTERNATIONAL STUDENTS:</b> Investigate requirements for Curriculum Practical Training (CPT).</li> </ul>
<p><i>Helpful Links:</i>  <u><i>What Can I Do With This Major?</i></u>  <u><i>Candid Career</i></u>  <u><i>Occupational Outlook Handbook</i></u>  <a href="https://www.linkedin.com/">https://www.linkedin.com/</a>  <a href="https://www.glassdoor.com/index.htm">https://www.glassdoor.com/index.htm</a>  <a href="https://www.indeed.com/">https://www.indeed.com/</a>  <u><i>Career Development Handouts</i></u>  <u><i>O*NET</i></u></p>	

**Year 3**

**Legend**

Academic Activities: <b>Green</b>
Career Development Activities: <b>Blue</b>
Involvement Opportunities: <b>Red</b>

Fall	Spring
<ul style="list-style-type: none"> <li><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.</li> <li><input type="checkbox"/> Update your resume as you build new skills in your leadership position/jobs.</li> <li><input type="checkbox"/> Attend a <i>Make the Career Fair Work for You</i> workshop through the Career Center.</li> <li><input type="checkbox"/> Network with employers at the <i>Fall Career Fair</i>. Attend dressed professionally and ready to promote yourself.</li> <li><input type="checkbox"/> Meet with an advisor in the Career Center to learn how to best obtain internship and job opportunities in your field of study.</li> <li><input type="checkbox"/> Apply for an Internship opportunities through the Handshake,/LinkedIn,/Indeed, and other career search engines.</li> <li><input type="checkbox"/> Take on new responsibilities as part of a student organization.</li> <li><input type="checkbox"/> Attend CBE Student Services Center &amp; other campus events.</li> </ul>	<ul style="list-style-type: none"> <li><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.</li> <li><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.</li> <li><input type="checkbox"/> Secure an internship for summer.</li> <li><input type="checkbox"/> Attend the Spring Career Fair and career development workshops.</li> <li><input type="checkbox"/> Reach out to one individual on LinkedIn (Cold Messaging).</li> <li><input type="checkbox"/> Start planning for your senior year. Continue to build and update your resume.</li> <li><input type="checkbox"/> Review weekly Career Information from the Career Development Center.</li> <li><input type="checkbox"/> Volunteer to help with Student Services Center Events.</li> </ul>

*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>  
[Focus 2 Assessment](#)  
[Career Development Online Resources](#)  
[O\\*NET Helpful Links:](#)  
[Career Development Online Resources](#)  
[CBE Graduate Programs](#)

**Legend**

Academic Activities: <b>Green</b>
Career Development Activities: <b>Blue</b>
Involvement Opportunities: <b>Red</b>

**Year 4**

<b>Fall</b>	<b>Spring</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Attend a Graduation Workshop to apply for Spring or Summer graduation.</li> <li><input type="checkbox"/> Register for the <i>On Campus Interview (OCI) Program</i> and begin to interview.</li> <li><input type="checkbox"/> Continue to expand your professional network, including your contacts on LinkedIn.</li> <li><input type="checkbox"/> Attend interviewing workshops, career panels, and other career workshops.</li> <li><input type="checkbox"/> Review weekly Career Information from Career Development Center.</li> <li><input type="checkbox"/> Be actively involved in the job search process or graduate school admission process.</li> <li><input type="checkbox"/> Become a student leader of a student organization.</li> <li><input type="checkbox"/> Attend CBE Student Services Center &amp; other campus events.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Check your Academic Requirement Report and Degree Planner to monitor your progress and check your GPA. Verify any questions with your Academic Advisor.</li> <li><input type="checkbox"/> Be actively involved in the job search process or graduate school admission process.</li> <li><input type="checkbox"/> Register for On Campus Interviews(OCI).</li> <li><input type="checkbox"/> Volunteer to help with Student Services Center Events.</li> <li><input type="checkbox"/> Attend Grad Fair to prepare for Commencement.</li> <li><input type="checkbox"/> INTERNATIONAL STUDENTS: Investigate requirements for Optional Practical Training (OPT) after graduation.</li> </ul>
<p><i>Helpful Links:</i>  <u><i>CBE Graduation Workshops</i></u>  <u><i>Career Development Online Resources</i></u>  <a href="http://www.calstatela.edu/business/placement">http://www.calstatela.edu/business/placement</a>  <a href="http://www.calstatela.edu/business/placement">http://www.calstatela.edu/business/placement</a></p>	