

# ACADEMIC & CAREER PLAN

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*4-Year Professional Development  
To-Do List for BYU-Hawaii Students*

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*Career Services*

# **ACADEMIC & CAREER PLAN**

# **REMEMBER**

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This is a general guideline, and each student's journey will differ.

It is essential to seek guidance from academic advisors, career services, alumni, and professionals in specific fields to tailor the plan to individual goals and aspirations.



**Visit our website  
for more information**

**[Career.byuh.edu](https://career.byuh.edu)**

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# Freshman Year

## Explore Interests and Majors

- **Take a variety of courses:** Enroll in general education classes to discover what subjects you enjoy
- **Use career assessment tools:** Utilize tools like MBTI, 16 Personalities or O\*Net to identify potential career paths
- **Attend career fairs and workshops:** Participate in events hosted by Career Services to learn about different careers
- **Talk to upperclassmen:** Seek advice from seniors or peers about their majors and career choices
- **Research potential careers:** Use online resources like the Occupational Outlook Handbook to explore different fields

## Get Involved on Campus

- **Join clubs and organizations:** Participate in student organizations that interest you
- **Attend campus events:** Go to lectures, seminars, and social events to meet new people and learn new things
- **Volunteer:** Get involved in community service through the Service Learning office
- **Participate in sports or fitness activities:** Engage in physical activities to stay healthy and meet new friends
- **Engage in cultural activities:** Attend cultural events and activities to broaden your perspectives

## Meet with Academic Advisors and Career Services

- **Schedule regular meetings:** Meet with your academic advisor each semester to discuss your academic progress
- **Utilize Career Services:** Visit Career Services to explore career options and resources
- **Develop an academic plan:** Work with your advisor to create a road-map for your coursework
- **Seek mentorship:** Find mentors in your field of interest to guide you
- **Attend advising workshops:** Participate in workshops offered by Career Services and Academic Advising

## Develop Good Study Habits

- **Create a study schedule:** Set aside specific times for studying each day
- **Find a good study environment:** Choose a quiet and comfortable place to study
- **Join study groups:** Collaborate with peers to enhance learning
- **Use campus resources:** Take advantage of tutoring and academic support services
- **Practice time management:** Learn to balance academic, social, and personal responsibilities effectively

## Volunteer and Intern

- **Seek volunteer opportunities:** Get involved in volunteer work that aligns with your interests
- **Apply for internships:** Look for part-time or summer internships to gain practical experience
- **Network with professionals:** Attend networking events to connect with professionals in your field
- **Gain hands-on experience:** Engage in practical experiences to apply what you've learned in class
- **Reflect on experiences:** Keep a journal to reflect on your volunteer and internship experiences



# Sophomore Year

## Declare a Major

- **Evaluate your interests:** Reflect on your freshman year experiences to choose a major
- **Meet with your advisor:** Discuss your major options with your academic advisor
- **Research your major:** Investigate the courses and career opportunities associated with your major
- **Declare your major:** Complete the necessary paperwork to officially declare your major
- **Plan your coursework:** Map out your remaining semesters to ensure you meet graduation requirements

## Build Relationship with Faculty

- **Attend office hours:** Visit professors during their office hours to ask questions and seek advice
- **Engage in class:** Participate actively in class discussions and group projects
- **Seek research opportunities:** Ask professors about opportunities to assist with research projects
- **Request recommendations:** Build relationships with faculty who can provide letters of recommendation
- **Join departmental events:** Participate in events hosted by your department to connect with faculty



## Join Professional Organizations

- **Identify relevant organizations:** Find professional organizations related to your major or career interests
- **Become a member:** Join these organizations to gain access to resources and networking opportunities
- **Attend conferences and workshops:** Participate in conferences and workshops to learn from industry professionals. Consider on campus workshops and info sessions as well
- **Engage in online communities:** Join online forums and social media groups related to your field
- **Take on leadership roles:** Volunteer for leadership positions within these organizations

## Enhance Skills and Knowledge

- **Take elective courses:** Enroll in electives that complement your major and interests
- **Develop technical skills:** Learn relevant software or technical skills required in your field
- **Participate in workshops:** Attend skill-building workshops offered by Career Services
- **Read industry literature:** Stay informed about trends and developments in your field
- **Seek certifications:** Obtain certifications that can enhance your qualifications

## Seek Internships

- **Update your resume:** Tailor your resume to highlight relevant skills and experiences
- **Apply for internships:** Use job search engines, company websites, and networking to find internships
- **Prepare for interviews:** Practice your interview skills and research potential employers
- **Network with alumni:** Connect with BYU-Hawaii alumni for internship opportunities
- **Reflect on your experiences:** Assess what you've learned and how it aligns with your career goals



# Junior Year

## Refine Your Resume and LinkedIn Profile

- **Update your resume:** Include new experiences, skills, and accomplishments
- **Create a LinkedIn profile:** Develop a professional online presence to network with industry professionals
- **Seek feedback:** Have your resume and LinkedIn profile reviewed by Career Services
- **Highlight your skills:** Emphasize skills and experiences that are relevant to your career goals
- **Showcase your work:** Use LinkedIn to share projects, presentations, and other relevant work

## Engage in Networking

- **Attend networking events:** Participate in career fairs, alumni events, and professional conferences
- **Join LinkedIn groups:** Engage with groups related to your field of interest
- **Informational interviews:** Conduct informational interviews with professionals in your desired industry
- **Build relationships:** Stay in touch with professors, mentors, and peers who can support your career
- **Expand your network:** Connect with BYU-Hawaii alumni and other professionals



## Pursue Leadership Roles

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- **Take on leadership positions:** Lead student organizations or campus initiatives
- **Develop leadership skills:** Participate in leadership development programs
- **Mentor others:** Offer guidance to underclassmen or peers
- **Lead projects:** Volunteer to lead projects or initiatives in your internships or part-time jobs
- **Demonstrate leadership:** Highlight your leadership experiences on your resume and LinkedIn profile

## Prepare for Graduate School (if applicable)

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- **Research programs:** Identify graduate programs that align with your career goals
- **Meet with advisors:** Discuss your graduate school plans with academic and career advisors
- **Prepare for exams:** Study for and take required standardized tests (e.g., GRE, GMAT)
- **Request recommendations:** Secure letters of recommendation from faculty and mentors
- **Write personal statements:** Craft compelling personal statements for your applications

## Secure a Major Internship

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- **Search for internships:** Utilize job search engines, company websites, and networking to find internships
- **Apply early:** Submit applications well before deadlines
- **Prepare for interviews:** Practice interview skills and research potential employers
- **Gain hands-on experience:** Engage fully in your internship to gain relevant experience
- **Reflect on your internship:** Evaluate what you've learned and how it informs your career path



# Senior Year

## Capstone Projects and Research

- **Complete capstone projects:** Work on projects that demonstrate your expertise and skills
- **Engage in research:** Participate in research opportunities related to your field
- **Showcase your work:** Present your projects and research at conferences or in publications
- **Collaborate with faculty:** Work closely with faculty on your capstone or research projects
- **Document your work:** Include your projects and research in your portfolio

## Job Search Preparation

- **Refine your resume:** Ensure your resume is polished and up-to-date
- **Update LinkedIn:** Keep your LinkedIn profile current and active
- **Practice interviewing:** Participate in mock interviews offered by Career Services
- **Research employers:** Identify companies and organizations you'd like to work for
- **Develop a job search strategy:** Create a plan for applying to jobs and following up with employers

## Apply for Jobs

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- **Submit applications:** Apply to positions that match your skills and interests
- **Tailor your applications:** Customize your resume and cover letter for each job application
- **Follow up:** Reach out to employers after submitting your application
- **Prepare for interviews:** Research potential employers and practice common interview questions
- **Network with professionals:** Continue to build relationships with industry professionals

## Leverage Career Services

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- **Attend career fairs:** Participate in job fairs hosted by Career Services
- **Use career resources:** Utilize resources like resume reviews, mock interviews, and job search assistance
- **Meet with career advisors:** Schedule appointments to discuss your job search strategy
- **Join workshops:** Participate in workshops on job search techniques, interviewing, and networking
- **Access job boards:** Use job boards and other online resources to find job postings

## Plan for Transition

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- **Prepare for relocation:** If necessary, plan for relocating to a new city or country for your job
- **Develop a budget:** Create a budget to manage your finances as you transition from college to a career
- **Secure housing:** Find a place to live that is convenient for your new job
- **Adjust to professional life:** Prepare for the changes and expectations of a full-time job
- **Stay connected:** Maintain relationships with your college network and continue to build your professional network



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