

# Undergraduate Timeline

MIT Global Education & Career Development Ctr. ♦ 12-170 ♦ (617) 253-4733 ♦ <http://careers.mit.edu/>

## **Freshman Year**

**Adjusting...Get to know yourself. Explore your academic and extracurricular interests and your future goals.**

### **Academics**

Test your interests through coursework, UROPs, volunteer jobs, and student activities.

Meet your professors. Learn how to build your network by taking advantage of their office hours. Get to know at least one professor well every year.

Identify four to seven career fields that interest you and research how academic training supports those careers. Meet with a Career Counselor to discuss majors as they relate to careers. Read about the careers that interest you on-line. Arrange informational interviews with alumni working in those fields.

Attend the Choice of Major fair. It is suggested that freshmen pick a major in April, but you may wait until sophomore year.

### **Career Decision Making**

Start a Career Log to record your thoughts on academic coursework, future goals, and careers. Create a college accomplishments section to record courses taken, extracurricular and volunteer activities, honors/awards, internships, and jobs. Update this Career Log throughout your college career. This Career Log can be used to create a resume and will be helpful when you look for a summer job.

Explore the services our department offers such as career workshops, resume critiques, and mock interviews.

Meet with a career counselor to help identify your interests, values, and abilities.

Talk to a career counselor about a summer job or internship in an area that interests you. Consider a summer UROP.

Develop a resume to use both on- and off-campus.

Sign up to become a registered user of MIT CareerBridge.

### **Extracurricular Involvement**

Get involved in dorm activities, student organizations, or public service projects. Explore social and academic clubs that interest you. Join at least one extracurricular activity.

Ask for help if you need it! That is what Resident Assistants, Freshman Advisors, Teaching Assistants, and counselors are for!

## **Sophomore Year**

**Exploring...Explore occupations that interest you. Research and network career possibilities.**

### **Academics**

Confirm your choice of major. Explore a double major or minor if interested.

Get involved with your advisor and within your department. Schedule at least two meetings per semester with your advisor. Use the time to learn about his/her field and explore your interests in that field. Find out what activities and services are offered to undergraduates in your department.

Your electives can give you the opportunity to explore a double major or a minor as well as to develop a personal interest. Consider targeting your electives to make you more versatile and employable.

Explore opportunities for research, UROPs, and creative projects

If interested in studying abroad, begin to research your options. Make an appointment to meet with advisors at the Global Experience Office, Room 26-167, 253-9358, <http://web.mit.edu/studyabroad>.

### **Career Decision Making**

Update your resume and post it on CareerBridge.

Attend career and internship fairs to gather information on different industries and companies.

Attend workshops and programs sponsored by our department to build your career management skills.

Explore opportunities to gain relevant work experience, such as internships, externships, UROPs and summer jobs.

Learn how to build your network and cultivate mentors. Conduct informational interviews with people in fields that interest you and record notes in your Career Log. Keep track of contacts!

Update your Career Log.

### **Extracurricular Involvement**

Attend meetings of student professional organizations. Get involved! This will help you gain skills including teamwork and public speaking.

# Undergraduate Timeline - Continued

Act on your interests. Take an active role in an extracurricular activity and explore new ones. Consider assuming a leadership role in your dorm, campus organization, or on a class project Volunteer.

## **Junior Year**

**Experiencing...Get experience through internships and summer jobs. Prioritize your interests. Draft your job search or graduate school strategy.**

### **Academics**

Choose electives that enhance your learning and career goals.

If you have not yet done a UROP, seriously consider doing one now, to develop skills and help you explore areas of interest. Explore options and desires to attend graduate or professional school. Consider two to three years of work experience first to enhance learning.

Meet with an advisor before spring to discuss graduate school admissions and testing processes.

Continue developing relationships with faculty, graduate students, and professionals. Identify who will serve as references for graduate school or employment.

### **Career Decision Making**

Meet with a Career Counselor to create a job or graduate school search strategy. Also discuss with a counselor effective ways to use web-based job and internship services.

Update your Career Log. Use your Career Log entries to help you prioritize career choices.

Post an updated resume on MonsterTrak.

Devote a significant amount of time to finding a summer job or internship or UROP in a field related to your future career goals.

Practice networking while getting career information at company presentations, career fairs, career related events/forums, and talking to alums. Keep in touch with previous teachers and advisors.

Arrange a mock interview at MITCO to practice interviewing skills.

Shop for business attire so you can “dress for success” in interviews.

### **Extracurricular Involvement**

Send for career materials from professional associations and consider joining one as a student member.

Continue to explore your values, interests, and skills through involvement with clubs, student organizations, and volunteer activities.

## **Senior Year**

**Transitioning...Develop skills you need to accomplish your goals and thrive in life after MIT.**

### **Academics**

If you are planning to attend graduate or professional school, gather all application forms and write a statement of purpose.

Make sure to keep up your grades. Graduate schools and some employers may want to see your final semester grades.

### **Career Decision Making**

Visit MIT's Career Development Center early in the fall semester to sharpen your job search skills and to take advantage of on-campus recruiting.

Talk with professionals in your field about job search techniques and opportunities. Network with parents, friends, faculty, alumni, and others. Most jobs are found through networking.

Tailor your resume to each position for which you are applying and write compelling cover letters. Visit us and have your resume and cover letters critiqued.

Identify three references and ask permission to use their names.

Prepare for interviews by attending an Interview Workshop and doing a mock interview at MIT's Career Development Center.

Read relevant periodicals and trade journals to understand current issues in your field. Having this insight makes a huge difference in interviews.

Analyze job offers based upon the goals and values that you documented in your Career Log. Call to schedule an appointment with a Career Counselor to help you walk through this decision.

Before graduating, begin thinking about practical life after MIT Project your needs and create a realistic budget. Attend seminars regarding finances, work/life balance, managing stress, office politics, etc.

Let our office know what you are up to for next year by completing the Graduating Student Survey. Enjoy the end of your senior year and graduation. Congratulations!