Activities in the Academic and Career Planning Process

I. Learning about Yourself:

_____ Examine your motives for attending college.

_____ Use the DISCOVER computerized career guidance system by logging in to MyBSU and clicking on the DISCOVER link on the left hand side of the page. Contact Career Services if you have any difficulties accessing the DISCOVER program.

_____ Set up a career counseling appointment with Career Services to review DISCOVER results.

_____ Complete additional career assessments available at Career Services.

II. Learning about Bemidji State University programs:

_____ Learn what BSU majors, minors and pre-professional programs are available to you through the undergraduate catalog or BSU website: http://www.bemidjistate.edu/bsucatalog/index.html

_____ Work closely with your assigned academic advisor to select classes related to your areas of interest.

_____ Learn about BSU majors and minors by asking students who have already declared their majors.

_____ Look over the literature available in the Career Resource Library (Sanford Hall 102) or academic department offices related to majors and minors.

_____ Talk with your instructors and professors in different departments about the courses available in their departments.

III. Learning about the World of Work:

_____ Visit the Career Services website: (http://www.bemidjistate.edu/students/services/career/) to check resources such as Minnesota Careers, Occupational Outlook Handbook, job vacancy openings for business, industry, education and government, etc.

_____ Use the DISCOVER program to learn about ways the world of work is organized and specifics regarding the job outlook for various jobs.

_____ Visit the Career Resource Library to obtain Career Outlooks for every major offered at BSU. These are also available online at our website: (http://www.bemidjistate.edu/students/services/career/)

_____ Contact people employed in various fields and conduct informational interviews. Set up a LinkedIn account to network with BSU alumni and other professionals.

IV. Learning about the relationship between your interests, Bemidji State University programs and the world of work:

_____ Use books at the Career Resource Library such as “Great Jobs for Political Science Majors” to investigate career opportunities specifically related to BSU majors/minors or programs of study.
IV.  Learning about the relationship between your interests, Bemidji State University programs and the world of work (continued):

___ Look through academic department websites and departmental information.

___ Explore the “Job Search” section of the Career Services website to learn about employment opportunities for BSU graduates: http://www.bemidjistate.edu/students/services/career/

___ Enroll in classes that offer a significant career planning emphasis such as introductory classes in different departments.

___ Investigate careers in which people with interests similar to yours are working.

___ Read literature on the career planning process such as Richard Bolles’ “What Color is Your Parachute?” and others available at the Career Resource Library.

___ Make an appointment with a counselor in Career Services to talk about the academic, career and life-planning process.

V.  Making a decision about your major and minor:

___ Enroll in classes that offer a significant career planning emphasis such as introductory classes in different departments.

___ Schedule an appointment with your academic advisor to discuss your present interests and skills and how you might build on them at BSU.

___ Visit the academic departments you have interest in and talk with a faculty member in that department about classes required, career opportunities and academic requirements.

___ Join campus clubs and organizations in your area of interest.

VI.  Other things you can do:

___ Get involved in appropriate extra curricular activities.

___ Set up a Student Development Transcript, to document your extra curricular activities and skills obtained from those activities, through Hobson Memorial Union.

___ Acquire skills in areas that relate to success in the world of work such as computer skills, interpersonal relations, writing and speaking.

___ Carefully select part-time or summer work to gain relevant work experience.

___ Investigate appropriate internships.

___ Attend workshops provided by Career Services on resume preparation, job seeking skills, interviewing skills, etc., to obtain internships/related employment.

___ Explore the possibility of Study Abroad (e.g. Eurospring, Sinosummer or J Term)

Realize that career and life planning is a continuous process, not just a one-time event.