



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 www.act.org/discover/login. Enter **BSU-** followed by your student ID (e.g.BSU-00123456). Contact Career Services if you have any difficulties logging in to 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/career/>) to check resources such as Minnesota Careers, Occupational Outlook Handbook, job vacancy bulletins 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/career/>)
- _____ Contact people employed in various fields and conduct informational interviews. The BSU Alumni Career Mentoring (online at <http://www.bsualumni.org/>) lists alumni employed in different occupations who are willing to talk with current students about careers.

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 over academic department bulletin boards.
- _____ Explore the “Employment Opportunities” section of the Career Services web page to learn about employment opportunities for BSU graduates: <http://www.bemidjistate.edu/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 in Malaysia)

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