**First Year**

**Familiarize yourself with the university and what it has to offer. Explore academic majors, resources available to you at WSU, your interests, and the skills you have and those you want to develop.**

**Academics**

* + Learn the academic system: familiarize yourself with the WSU catalog, registration procedures, the deadline for adding/dropping, and course requirements.
	+ Visit with your advisor when you return to campus to schedule a first advising appointment after Alive! Orientation.
	+ Participate in the Common Reading Program.
	+ Evaluate the level of effort you are giving in classes, your time management, and the quality of your study techniques.
	+ Attend lectures and special presentations available on-campus.
	+ If you are undeclared, take electives that are available to you; consider studying something you have had no exposure to or something that interests you.
	+ Sign up and create your [CougSync](https://orgsync.com/login/washington-state-university-pullman) account.
	+ Seek assistance from the University Writing Center in CUE 305 and tutoring available through the CACD in Lighty 180 and other offices at WSU.

**Career**

* + Take COM 138 – the overview of Communication course to find out more information about majors and careers in Communication.\
	+ Set up your COUGlink Account at the ASCC website [ascc.wsu.edu](https://ascc.wsu.edu/). Your COUGlink Account will give you inside access to part-time and summer job opportunities to gain work experience and learn about your work preferences.
	+ Seek career counseling and take self-assessments to explore and clarify your interests, skills, values and personality type. Schedule an appointment with a Career Counselor by calling 509-335-6000.
	+ Read newspapers, magazines, blogs and books and note what jobs people do and what the stories tell you about the jobs.
	+ Talk about your career interests or inquiries with parents, friends, professors and other employed professionals.
	+ Volunteer or join an organization related to your interests. Visit the Center for Civic Engagement website [cce.wsu.edu](http://cce.wsu.edu/) for volunteer opportunities and the Student Involvement website or [studentinvolvement.wsu.edu](http://studentinvolvement.wsu.edu/) for club and extra-curricular opportunities. Also check out the [murrow.wsu.edu](http://murrow.wsu.edu/about/student-clubs/) website to find out more about the clubs and organizations within the Murrow College.
	+ Attend the Career Expo, The Murrow Symposium and career-related programs to increase your knowledge of the full range of work that people perform and meet professionals that may become a part of your network.

**Personal/Social**

* + Attend “Week of Welcome” events and activities, study abroad fair, and student involvement fair.
	+ Get settled in and enjoy your freshman year!
	+ Adjust to college life and connect to resources, people, and activities at WSU.
	+ Build your social skills in order to communicate with people easily and receive valuable information from them.
	+ Learn about and join organizations/clubs on campus.
	+ Develop a budget and evaluate financial responsibilities.
	+ Be mindful of your personal brand on social media.
	+ Attend student events offered across campus.
	+ Attend Health & Wellness programs on topics like nutrition and fitness, stress management and emotional health, financial stress and money management. Visit the [Health & Wellness Services website](https://hws.wsu.edu/programs-outreach/) for a complete calendar.
	+ Check out the [WSU Wellbeing program](http://wellbeingonline.wsu.edu/) and learn how to develop skills that foster a happy, balanced life by taking a holistic approach to healthy living.

 ***Keep in mind that you do not need to make a career choice by the end of your freshman year. Your freshman year is the time to learn about different resources at WSU and to explore ways to prepare for your future during your time here at WSU!***

**Sophomore Year**

**Now that you are accustomed to being a college student, you can do the following: build relationships with WSU faculty, administrators, and fellow students; declare your major based on strengths and interests; consider an internship or research experience in the upcoming year; and explore careers.**

**Academics**

* + If you have not chosen a major, make this a high priority. Find upper class students who are majoring in the subjects you are considering, they can tell you the realities of the course of study.
	+ Consider a minor.
	+ If you have declared your major, meet with an advisor to acquire their expertise and assistance in the major. If you have not declared a major, meet with advisors from prospective majors to receive information about expectations of the programs.
	+ Schedule an appointment with your advisor to make sure you are on track to graduate on your timeline.
	+ Keep your GPA up! Seek assistance from the University Writing Center and the tutor resources available on campus.
	+ Consider Study Abroad; attend a study abroad information meeting. Find more information at [ip.wsu.edu/study-abroad/](https://ip.wsu.edu/study-abroad/)
	+ Attend lectures and special presentations across campus.
	+ If you have not applied to certify in Communication already make sure you are on track to do so this year.

**Career**

* + Attend Murrow Professional Development workshops to find out more about preparing for a career in Communication.
	+ Learn to write a resume and cover letter. Use the [Resume Coloring book](https://ascc.wsu.edu/career-services/resumes-and-cover-letters/) to create a clear and simple yet highly effective resume. Visit the ASCC during Career Drop-In Hours to have your resume and cover letter reviewed.
	+ Begin saving your writing samples for your Junior Writing and Professional Portfolio’s.
	+ Create your LinkedIN profile.
	+ Attend the Career Expo, The Murrow Symposium and career-related programs to increase your knowledge of the full range of work that people perform and meet professionals that may become a part of your network.
	+ Conduct informational interviews with people who work in career fields of interest to you. By interviewing people in positions you are interested in, you gain insight and often internships. Pay attention to MurrowJobs on Facebook and the Murrow Update for upcoming opportunities.
	+ Learn more about the job market by browsing through the [Occupational Outlook Handbook](http://www.bls.gov/ooh/) and research other materials online. You will find helpful links on the ASCC website under [Career Services – Helpful links.](https://ascc.wsu.edu/career-services/helpful-links/)
	+ Pursue internships or volunteer opportunities in your field of interest that will provide training and opportunities to develop essential skills and experience. The Murrow Professional Development Coordinator can help you identify target employers and internships. Visit the MurrowJobs Facebook page or COUGlink to survey opportunities available.
	+ Consider enrolling in UNIV 301 College Majors and Career Planning to research and pursue internship and job opportunities connected with your major.
	+ If you are considering graduate school, begin researching the schools that offer graduate programs in your area of interest. Visit the websites of these universities for their admission requirements. Begin prepping for the Graduate Record Examination [(GRE)](http://www.ets.org/gre/). Visit a Career Counselor for additional consultation on your graduate school plans and application requirements such as personal statements, letters of recommendation, curriculum vitas (CV’s), and entrance exams.

**Personal/Social**

* + Join a club or organization specific to your major interest area.
	+ Consider applying for a leadership position on campus, Resident Assistant, ASWSU Senator, or a position within Greek Life.
	+ Participate in volunteer activities. Being involved demonstrates to employers that you have well-developed social skills and can work collaboratively and cooperatively.
	+ Develop a budget and evaluate financial responsibilities.
	+ Be mindful of your personal brand on social media.
	+ Make an effort to meet students with different backgrounds than you.
	+ Attend student events offered all year around. Attend Health & Wellness programs on topics like nutrition and fitness, stress management and emotional health, financial stress and money management. Visit the [Health & Wellness Services website](https://hws.wsu.edu/programs-outreach/) for a complete calendar.
	+ Check out the [WSU Wellbeing program](http://wellbeingonline.wsu.edu/) and learn how to develop skills that foster a happy, balanced life by taking a holistic approach to healthy living.

 ***Now is the time to explore different careers. One of the best ways to explore different options is through job shadowing internships, which give you the chance to experience various work cultures, networking with professionals in your area of interest and gain valuable skills while integrating classroom learning.***

**Junior Year**

**This is a time to narrow down your options for further evaluation and assessment. Seek opportunities to improve your skills and knowledge. Meet with your advisor. Meet with the Murrow Professional Development Coordinator to narrow down your career options and develop an action plan.**

**Academics**

* + Work hard in your courses so that you earn a high grade point average in your major. Employers sometimes ask potential employees about their overall grade point average in their major.
	+ If you are pursuing a minor this is the time to take the necessary steps to officially certify.
	+ Get to know the professors in your major by stopping in during office hours and asking them questions.
		- The main purpose is twofold: to gain information and to have the professor remember you when it comes time to write letters of recommendation for jobs or graduate school.
		- Professors have extensive information about their fields, and most are willing to share, if students show an interest. Inquire about research projects they are working on that you could become involved with.
	+ Seek assistance from the University Writing Center or the tutoring services available on campus.
	+ Attend lectures and special presentations.
	+ Complete the [Junior Writing Portfolio](https://writingprogram.wsu.edu/junior-writing-portfolio/).

**Career**

* + Meet with the Murrow Professional Development Coordinator to create a professional development and career action plan.
	+ Attend Murrow Professional Development Workshops on resume building, successful interviewing, job search and more.
	+ Create a Professional website.
	+ Continue to update your LinkedIN, resume, and cover letter.
	+ Gain career-related work and leadership experience through internships, jobs and volunteer activities.
	+ Research companies, non-profits, government agencies, schools, colleges, etc. to see where your passion is and what type of environment is your best fit.
	+ Take advantage of the ASCC On-Campus Interviewing Program and COUGlink Jobs and Internships Listings through your COUGlink Account to identify internship opportunities and connect with recruiters.
	+ Consider enrolling in UCOLL 301 College Majors and Career Planning to research and pursue internship and job opportunities connected to your major.
	+ Attend the Fall & Spring Career Expos and The Etiquette Dinner to gain an idea of what career opportunities are being offered.
	+ Attend the Murrow Symposium and various related activities such as the Murrow Symposium prep workshop, Professional Coaching, and Professional Headshots.
	+ If you are considering graduate school or law school narrow down your options and make sure you are meeting the necessary requirements. Continue preparing for the Graduate Record Examination [(GRE)](http://www.ets.org/gre/), usually taken at the end of the junior year. Visit a Career Counselor for additional consultation on your graduate school plans and application requirements such as personal statements, letters of recommendation, curriculum vitas (CV’s), and entrance exams. Consider taking UNIV 303 – Composing and Evaluation Strategies for Personal Statements.
	+ Join or maintain your involvement with professional organizations and clubs related to your major.

**Personal/Social**

* + For transfer students: Adjust to life at WSU and connect to resources, people and activities. Learn about and join organizations/clubs on campus.
	+ Seek leadership opportunities by running for an elected office or becoming a leader in your club.
	+ Consider applying for a leadership position on campus, Resident Assistant, ASWSU Senator, or a position within Greek Life.
	+ Be mindful of your personal brand on social media.
	+ Share your knowledge with younger students by tutoring or mentoring.
	+ Explore community service activities.
	+ Develop a budget and evaluate financial responsibilities.
	+ Attend student events offered all year around.

**Senior Year**

**By this time you most likely know where you are going and what you want. However, if you don’t it is time to determine your next steps. It is time to do the following: confirm you will meet your graduation requirements; learn more about the world of work; improve your job search skills by securing another internship; continue networking and utilizing Professional Development resources; develop an action plan to meet your post-graduation goals (whether it includes employment, graduate/ professional school, or a short-term transitional program).**

**Academics**

* + Review your Advisement report for any unfulfilled requirements
	+ Meet with your academic advisor to complete your senior degree check during the first week of the semester you plan to graduate.
	+ Send out graduate school applications and complete appropriate financial aid forms on time, if applicable.
	+ Attend lectures and special presentations.
	+ Apply for graduation through your myWSU portal.
	+ [Register](http://commencement.wsu.edu/) for commencement ceremonies if you plan to walk.

**Career**

* + Apply in August for the Murrow Mentoring Program.
	+ Make an appointment with the Murrow Professional Development Coordinator to get assistance on goals related to post-graduate options, job leads, resume and cover letter writing or critiquing, and assistance in interviewing.
	+ Attend Murrow Professional Development Workshops on resume building, successful interviewing, job search and more.
	+ Finalize your Professional website.
	+ Polish your LinkedIN, resume, and cover letter.
	+ Take advantage of the ASCC On-Campus Interviewing Program and COUGlink Jobs and Internships Listings through your COUGlink Account to identify job and internship opportunities and connect with recruiters.
	+ Get another internship and obtain additional skills! Building your resume while you are in school will give you experience to go along with your degree, making you more marketable upon graduation.
	+ Continue conducting informational interviews with people in your field of choice, or talk with alumni about their first year on the job and some of the challenges you can expect.
	+ Obtain letters of recommendation from professors, employers, advisors, counselors, and others now while they still remember you. Ask for their permission to include them as a reference on job applications or for graduate schools.
	+ Attend the Fall & Spring Career Expos and The Etiquette Dinner to gain an idea of what career opportunities are being offered.
	+ Attend the Murrow Symposium and various related activities such as the Murrow Symposium prep workshop, Professional Coaching, and Professional Headshots.
	+ Network with your contacts from informational interviews or internships to identify job opportunities and receive referrals.
	+ Contact professional organizations in your career field. They have the latest information about trends in the field; ask about upcoming seminars they may be sponsoring nearby - another great way to network.

**Personal/Social**

* + Be mindful of your personal brand on social media.
	+ Evaluate your interests and values to determine your post-graduation plans.
	+ Periodically review your career and life goals.
	+ Develop a budget and evaluate financial responsibilities.
	+ Seek support through various campus resources such as Counseling Services to help with the transition from college to the workplace.
	+ Develop a list of professional and academic references.
	+ Attend senior-focused events (i.e. the Grad Fair)

***Remember that life is a journey. You can use the skills you have learned during your college years as you continue in your life!***