COLLEGE OF BUSINESS & ECONOMICS

Legend
Academic Activities: Green
Career Development Activities: Blue
Involvement Opportunities: Red

4-Year Student Success Plan

Being a successful college student and future alumni means having a well-rounded college experience. You should be engaged both inside and outside of the classroom. Utilize this Student Success Plan for steps to take each semester to develop your college experience, graduate on time, and achieve career success!

Year 1

Fall	Spring
☐ Develop a long term academic plan using the Degree Planner tool. ☐ Learn how to access your Academic Requirement Report and Degree Planner to monitor your degree progress regularly. ☐ Read the Advisement Handbook provided during New Student Orientation to obtain important information for your success. ☐ Take 15 units each semester or 30 units per year to graduate on time. ☐ Register with Handshake, the Career Center's online database featuring on and off campus jobs and internships. ☐ Make sure you are receiving CBE Jobs and CBE Internships Emails. ☐ Attend Welcome Week activities and other Student Services Center events. ☐ Explore and join a student organization in CBE or at Cal State LA (Link Below). ☐ Get to know faculty, advisors, administrators and campus leaders. Start building relationships. Become familiar with campus resources & use them during your college career. ☐ Attend Office Hours to introduce yourself to the professors. ☐ Check the CBE website for information on events, workshops, and academic requirements. Learn how to navigate the website & continue to utilize it throughout your college career. ☐ Make sure you check your Cal State LA email for important college specific updates and information. ☐ Make sure you check your Cal State LA email for important college specific updates and information.	☐ Assess your GPA after your first semester and discuss your progress with your Academic Advisor. Discuss your transition to college with your advisor for tips and support. ☐ Take the ***Focus 2*** career assessment to learn about your personality, skills and interests *(link below)*. ☐ Make an appointment with a career advisor at the Career Center to discuss your ***Focus 2*** results and your major selection. Identify your areas of interest and skill set. ☐ Reflect on your courses to identify which topics you enjoy learning and which do not come naturally to you. Use this insight to select a major and/or business option. ☐ Attend a ***Résumé Basics*** workshops offered by the Career Center. ☐ Investigate part-time jobs, summer jobs or volunteer experiences to begin building a resume. ☐ Attend CBE Student Services Center & other campus events such as resume review, mock interviews, and employer information sessions. ☐ Complete trainings on Lynda.com and add them to your LinkedIn. ☐ Research jobs that are in high demand and that match your skills and interests using O*NET. ☐ Attend Wellness Workshops by the Student Health Center. ☐ Identify and utilize university resources including the Library, Center for Academic Success (tutoring and writing assistance), Career Center, Health Center, etc.

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Year 2

Fall	Spring
☐ Check your Academic Requirement Report and Degree Planner to monitor your progress and check your GPA. Ask your academic advisor if you have questions/concerns. ☐ Take 15 units each semester or 30 units per year to graduate on time. ☐ Network with employers at Internship and Career Fairs. ☐ Set up a profile on Indeed and LinkedIn. Check out alumni and different individuals in your major to begin building your network. ☐ Use the Career Center Candid Careers website and other links provided below to explore majors and career opportunities. Verify if the major you have declared is right for you. Declare a major and/or option if you have not yet done so. ☐ Select and grow within a student organization. ☐ Get involved in a volunteer organization or campus job. ☐ Apply for L.E.A.P. through the Cal State LA Center for Student Involvement. ☐ Attend a Study Abroad Workshop to learn about summer and semester long study abroad opportunities and financing. ☐ Attend CBE Student Services Center & other campus events.	☐ Follow-up with your Academic Advisor to ensure you are making progress. Clarify questions regarding your requirements and academic plan. Discuss your challenges with your advisor for support. ☐ Check your Academic Requirement Report and Degree Planner to monitor your progress and check your GPA. Ask your academic advisor if you have questions/concerns. ☐ Attend ***Fundamentals of Interviewing*** workshop offered by the Career Center or CBE. ☐ Explore internships that you might be interested in and start applying. ☐ Research jobs that are in high demand and that match your skills and interests using O*NET. ☐ Visit your professors during office hours to ask career advice or for help with any course material. ☐ Develop leadership skills by becoming an officer within a student organization. ☐ Inquire about working with a faculty member on a research project. ☐ Attend CBE Student Services Center & other campus events. ☐ INTERNATIONAL STUDENTS: Investigate requirements for Curriculum Practical Training (CPT).

Helpful Links:
What Can I Do With This Major?
Candid Career
Occupational Outlook Handbook
https://www.linkedin.com/
https://www.glassdoor.com/index.htm
https://www.indeed.com/
Career Development Handouts
*O*NET*

Year 3

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Career Development Activities: Blue
Involvement Opportunities: Red

Fall	Spring
☐ Check your Academic Requirement Report and Degree Planner to monitor your progress and check your GPA. Ask your academic advisor if you have questions/concerns. ☐ Update your resume as you build new skills in your leadership position/jobs. ☐ Attend a ***Make the Career Fair Work for You*** workshop through the Career Center. ☐ Network with employers at the ***Fall Career Fair***. Attend dressed professionally and ready to promote yourself. ☐ Meet with an advisor in the Career Center to learn how to best obtain internship and job opportunities in your field of study. ☐ Apply for an Internship opportunities through the Handshake,/LinkedIn,/Indeed, and other career search engines. ☐ Take on new responsibilities as part of a student organization. ☐ Attend CBE Student Services Center & other campus events.	☐ Check your Academic Requirement Report and Degree Planner to monitor your progress and check your GPA. Ask your academic advisor if you have questions/concerns. ☐ Start thinking about your plans after graduation. If you plan to attend graduate school, begin researching programs and developing your application materials. ☐ Secure an internship for summer. ☐ Attend the Spring Career Fair and career development workshops. ☐ Reach out to one individual on LinkedIn (Cold Messaging). ☐ Start planning for your senior year. Continue to build and update your resume. ☐ Review weekly Career Information from the Career Development Center. ☐ Volunteer to help with Student Services Center Events.

Helpful Links:
CBE Homepage
How to Access your Advisement Report
Advising Handbook
Requesting an Advising Appointment
Career Center Campus Jobs
University Catalog
http://www.calstatela.edu/business/studentclubs
Focus 2 Assessment
Career Development Online Resources
*O*NET Helpful Links:*
Career Development Online Resources
CBE Graduate Programs

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Year 4

Fall	Spring
☐ Attend a Graduation Workshop to apply for Spring or Summer graduation. ☐ Register for the ***On Campus Interview (OCI) Program*** and begin to interview. ☐ Continue to expand your professional network, including your contacts on LinkedIn. ☐ Attend interviewing workshops, career panels, and other career workshops. ☐ Review weekly Career Information from Career Development Center. ☐ Be actively involved in the job search process or graduate school admission process. ☐ Become a student leader of a student organization. ☐ Attend CBE Student Services Center & other campus events.	☐ Check your Academic Requirement Report and Degree Planner to monitor your progress and check your GPA. Verify any questions with your Academic Advisor. ☐ Be actively involved in the job search process or graduate school admission process. ☐ Register for On Campus Interviews(OCI). ☐ Volunteer to help with Student Services Center Events. ☐ Attend Grad Fair to prepare for Commencement. ☐ INTERNATIONAL STUDENTS: Investigate requirements for Optional Practical Training (OPT) after graduation.
Helpful Links: *CBE Graduation Workshops* *Career Development Online Resources* *http://www.calstatela.edu/business/placement* *http://www.calstatela.edu/business/placement*	