

## COLLEGE OF BUSINESS (COB) FOUR-YEAR CHECKLIST

<b>Freshmen Year</b>	<b>Sophomore Year</b>	<b>Junior Year</b>	<b>Senior Year</b>
<b>ACADEMIC PLANNING</b>	<b>ACADEMIC PLANNING</b>	<b>ACADEMIC PLANNING</b>	<b>ACADEMIC PLANNING</b>
<ul style="list-style-type: none"> <li>Attend University Freshmen Orientation and declare a major in Business (ACCT, ECON, FINC, MGMT or MKTG).</li> <li>Visit the COB to meet with your COB advisor.</li> </ul>	<ul style="list-style-type: none"> <li>Continue to work toward meeting COB Admission requirements.</li> </ul> <p style="text-align: center;"><b>STUDY</b></p> <ul style="list-style-type: none"> <li>Seek free tutoring assistance from the Center for Student Success and your professors.</li> </ul>	<p style="text-align: center;"><b>STUDY</b></p> <ul style="list-style-type: none"> <li>Seek free tutoring assistance from the Center for Student Success and your professors.</li> <li>Transfer into the COB.</li> </ul>	<ul style="list-style-type: none"> <li>Meet with your Advisor at least 4 times during this year. Meet with your Department Chair and Ms. Rey.</li> <li>Ensure that any Course Substitutions have been processed and Transfer Credits are articulated.</li> <li>Apply for Graduation the semester before graduation!!</li> </ul>
<ul style="list-style-type: none"> <li>Become familiar with Baccalaureate Degree Requirements (pp. 45-49; 2009-2010 Catalog).</li> <li>Attend the COB Student Convocation.</li> <li>Enroll in the COB Organization on Blackboard.</li> <li>Check your SUBR Email regularly.</li> <li>Review the Catalog and become familiar with COB Admission Requirements (pp. 104-106; 2009-2010 Catalog).</li> <li>Become familiar with Enrollment policies regarding Course Substitutions, Course Loads, Cross Registration, Incomplete Grades, etc. (pp. 34-44; 2009-2010 Catalog).</li> </ul>	<ul style="list-style-type: none"> <li>Meet with your COB Advisor and discuss your degree audit.</li> <li>Consider adding a major (dual major) or minor to enhance your career options.</li> <li>Check out scholarship opportunities.</li> <li>Visit the library to research course information; Visit the reference librarian for your major to learn about available resources.</li> </ul> <p style="text-align: center;"><b>CAREER PLANNING</b></p> <ul style="list-style-type: none"> <li>Read the Wall Street Journal and other related magazines to keep on top of current business issues.</li> <li>Read "Good to Great" by Jim Collins</li> <li>Consider Study Abroad opportunities to enhance your education and build a global business perspective.</li> <li>Consider internship and/or co-op opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>Meet with Ms. Rey in the COB Dean's Office to review graduation policies and make sure that you are meeting requirements. Discuss deficiencies with your COB Advisor.</li> <li>Consider developing a mentor relationship with a faculty member in your major department.</li> <li>Consider graduate school. Register for any required professional exams.</li> </ul> <p style="text-align: center;"><b>CAREER PLANNING</b></p> <ul style="list-style-type: none"> <li>Register with the Office of Career Services online via Jobs for Jags.</li> <li>Attend Fall and Spring Career Fairs.</li> <li>It is your last summer, if you have not secured an internship or co-op, you will miss out on valuable job experience.</li> </ul>	<p style="text-align: center;"><b>STUDY</b></p> <p style="text-align: center;"><b>CAREER PLANNING</b></p> <ul style="list-style-type: none"> <li>Plan your job search. Make sure that your Jobs for Jags account is up-to-date and check it often.</li> <li>Perfect your cover letter, thank you letter and other job search materials.</li> <li>Practice your interviewing skills with a video taped mock interview.</li> <li>Schedule weekly time to contact employers, apply for positions and follow up with employers.</li> <li>Attend campus and statewide career fairs.</li> </ul>
<b>STUDY</b>	<ul style="list-style-type: none"> <li>Develop your resume (See Ms. Jackson in the COB Development Office).</li> <li>Get involved with leadership and professional development opportunities via COB Student Organizations.</li> </ul>	<ul style="list-style-type: none"> <li>Think about volunteering for a leadership role in University activities or a COB Student Organization.</li> <li>Think about long-term career goals and investigate possible opportunities for employment.</li> </ul>	<b>STUDY</b>
<ul style="list-style-type: none"> <li>Seek free tutoring assistance from the Center for Student Success and your professors.</li> <li>Low Grades at this stage can make it difficult to bring up your GPA in the future.</li> </ul>	<ul style="list-style-type: none"> <li>Develop Study Groups with the students in your courses.</li> <li>Network with students and other professionals in your major area.</li> </ul>	<ul style="list-style-type: none"> <li>Don't forget to always check your SUBR Email, join the COB Facebook Group, Follow the COB on Twitter (COB_SUBR) and check the COB Blackboard organization regularly.</li> </ul>	<b>CAREER PLANNING</b>
<ul style="list-style-type: none"> <li>Meet with COB Advisor to plan schedule for next semester.</li> <li>Schedule your own classes via Jagnet.</li> <li>Work on meeting COB Admission Requirements.</li> </ul>	<ul style="list-style-type: none"> <li>Develop Study Groups with the students in your courses.</li> <li>Network with students and other professionals in your major area.</li> </ul>	<ul style="list-style-type: none"> <li>Don't forget to always check your SUBR Email, join the COB Facebook Group, Follow the COB on Twitter (COB_SUBR) and check the COB Blackboard organization regularly.</li> </ul>	<ul style="list-style-type: none"> <li>Complete all academic requirements for your degree.</li> <li>Continue to READ, READ, READ!</li> <li>Participate in Financial Planning and Personal Development!</li> </ul>
<ul style="list-style-type: none"> <li>Consider joining a COB Student Organization.</li> </ul>	<b>STUDY</b>	<ul style="list-style-type: none"> <li>Continue to READ, READ, READ!</li> </ul>	<ul style="list-style-type: none"> <li>Attend graduation ceremonies!!!</li> <li>Congratulations!!!! YOU MADE IT!!!!</li> </ul>