



IS AN ACTION WORD!

CAREER PLANNING

There are many elements involved in the process of choosing your direction - and there is an ever-widening pool of resources you can use to inform your decision. Deciding is an action word and it should describe a dynamic process of exploration. This assignment will help you to:

- Begin with **YOURSELF** and think about your interests, needs, values and abilities, then
- Look at the **CAREER OPTIONS** that might match these characteristics,
- Conduct an **INFORMATIONAL INTERVIEW** with someone with experience/knowledge in the field,
- Focus on the **ACADEMIC REQUIREMENTS** for earning a degree in that major here at Salve Regina University major and finally
- Put it all together in a **REFLECTION** integrating new information you've discovered into your decision-making process. This could be an ePortfolio submission.

I. YOURSELF

There are many resources to help you begin thinking about how your personality will fit in with specific work environments and careers. One of them is the Career Interests Game based on the work of Dr. John L. Holland at the University of Missouri. Connect to the game at <http://career.missouri.edu/> and click on Career Interests Game under Quick Links in the top right hand corner of the page or go directly to the game at: <http://career.missouri.edu/modules.php?name=News&file=article&sid=146> and answer the following questions.

1. Which personality type(s) do you most resemble? (Many occupations are some combination of two or three).

2. List three statements from the Are you? Can you? Like to? sections that most reflect your interests and abilities.

3. Create a list below of occupations that you would like to research. Take your time and investigate each of these further using the links to the Occupational Outlook Handbook.

II. CAREER OPTIONS

The Occupational Outlook Handbook (OOH) is a publication of the U.S. Department of Labor, Bureau of Labor Statistics. The occupations listed in the Career Interests Game each have a link to a particular occupation description in the OOH. Using this description, answer the following questions about one of the occupations you have chosen. Remember, you should choose a major based on what you enjoy and what interests you rather than what's hot in the market. No one can reliably predict what the demand in various fields will be when you graduate and, more importantly, if you do not enjoy the field, you probably won't be successful and will change your path eventually.

4. What is the education requirement for employment in this field? (Bachelor's degree, Master's?)

5. Read the entry on the "nature of the work". What did you learn that you did not know before?

6. Is there a professional association in this field where you could obtain additional information? If the association has a website, what is the url? (Example: American Psychological Association at <http://www.apa.org>) If there is no website listed, give the association's mailing address.

III. INFORMATIONAL INTERVIEW

Learn by asking! Each student is expected to conduct an informational interview to learn more about the major of interest. You may interview a junior or senior in the major program, a department faculty member, a friend or relative working in the field, someone you have worked with or where you do your community service or a Salve staff member (Human Resources for example) if that is your interest.

Pick three of the following questions to ask in your interview.

1. What is your degree?
2. What was your first job out of school?
3. What part of this job do you enjoy the most / dislike the most?
4. What do you do on a daily basis
5. What parts of the job do you find most challenging; what motivates you to remain?
6. How often do you work past 6pm and on weekends?
7. How frequently do layoffs occur?
8. Why do most people leave this field or company?
9. What is a typical entry-level job for someone in your position?
10. What would be my earnings potential if I entered this field?
11. If you could start over again, would you change your career path in any way?
12. What educational preparation would you recommend for someone who wants to advance in this field?

Remember to write or email a thank you to the individual you interviewed!

IV. ACADEMIC REQUIREMENTS

Now complete the academic advising worksheet "Exploring Your Major" on the back of this sheet and learn about the academic requirements for a degree in your chosen field.

V. REFLECTION

Write a reflection integrating the information you have acquired. What have you discovered about yourself and possible majors? What insights have you gained from exploring the career options and completing the interview? Have you made some decisions as a result of this exploration?

Exploring Your Major

Academic Advising Office

Minimum Requirements For All Undergraduate Degrees

- **Major** Declare a major before earning 60 credits
- **Courses** Complete all core curriculum requirements AND all major requirements
- **Credits** Complete a minimum of 128 credits
- **GPA** Earn a minimum 2.0 cumulative GPA
- **Service** Complete a minimum of 10 community service hours
- **Residency** Complete 36 credits minimum at Salve Regina

Other Credit Reminders

- **One Credit Courses** A maximum of 8 one-credit courses may be applied to your degree. A maximum of 4 may be physical education courses.
- **Transfer Credits** A maximum of 3 courses may be taken off campus once enrolled at Salve Regina.

Questions?

Contact
Tracy Nowak
McAuley Hall, Room 202
401.341.2124
Tracy.nowak@salve.edu

The following websites can help you explore various programs of study available at the university and decide on a major.

- Academic Departments: <http://www.salve.edu/academics.cfm>
- Advising Records (required courses): <http://www.salve.edu/offices/acadvise/advisingrecords.cfm>
- Undergraduate Catalog: <http://www.salve.edu/catalogs/undergrad/index.cfm>

What major are you considering? _____

How many courses are required for the major? _____

Of these courses, how many have you taken? _____

Are there any specific course you must complete BEFORE declaring the major?

___ No ___ Yes

If yes, list all such courses _____

What is the minimum grade point average (GPA) required for the major? _____

List any other criteria required for declaring the major (e.g. interview, entrance exam, portfolio)

List any experiential learning (e.g. internships or practica) or capstone projects (e.g. thesis research, gallery exhibits, performance recital) required for the major

Who is the department chairperson you will contact in order to complete the declaration of major process?

Name: _____

Email Address: _____

Extension: _____

Office Location: _____