

Career Planning Timelines

Get Involved!

Become involved with the Smeal Career & Corporate Connections Office early in the fall semester. That way, no matter when you plan to do your internship and/or co-op, you have the greatest number of opportunities to choose from. Use this guideline to help you make your decision.

First-Year Students

- Get involved with a [Smeal student organization](http://ugstudents.smeal.psu.edu/careers/student-organizations) (<http://ugstudents.smeal.psu.edu/careers/student-organizations>)
- Build your resume
- Attend / volunteer at a career fair (<http://ugstudents.smeal.psu.edu/careers/paths-to-aid-your-career-development/careers/career-fairs/career-fairs>)
- Meet with your adviser to plan for study abroad / internship or co-op opportunities – planning now means that you will be able to fit these into your schedule later
- Introduce yourself to the Career & Corporate Connections staff
- Start conducting [research on industries](http://ugstudents.smeal.psu.edu/careers/internships-co-ops/research-resources) (<http://ugstudents.smeal.psu.edu/careers/internships-co-ops/research-resources>) and jobs you are interested in to effectively choose your major
- Participate in Job Shadowing
- Learn about the [BA 297A - Career Planning and Strategies](http://ugstudents.smeal.psu.edu/careers/paths-to-aid-your-career-development/career-planning-and-strategies) (<http://ugstudents.smeal.psu.edu/careers/paths-to-aid-your-career-development/career-planning-and-strategies>) class and plan to take it during your Sophomore year

Sophomore Students

- Sign up for [SmealConnect](http://ugstudents.smeal.psu.edu/careers/internships-co-ops/symplicity) (<http://ugstudents.smeal.psu.edu/careers/internships-co-ops/symplicity>) – Career & Corporate Connection's online recruiting system
- Update your profile to reflect that you are a sophomore
- Change your voicemail to ensure it is professional
- Hold a leadership position within your [Smeal student organization](http://ugstudents.smeal.psu.edu/careers/student-organizations)

(<http://ugstudents.smeal.psu.edu/careers/student-organizations>)

- Update resume (visit Career & Corporate Connections Office); sign up for Recruiter-in-Residence appointments through SmealConnect
- Attend networking and career development events (<http://ugstudents.smeal.psu.edu/careers/events>)
- Attend the Fall Career Days (<http://careerfairs.psu.edu/fall>) event and Spring Career Days (<http://careerfairs.psu.edu/spring>) event
- Conduct company research to determine which companies you would enjoy working for on an internship or co-op
- Procure an internship and complete the online [acceptance form](https://php.smeal.psu.edu/corp/acceptance/index.php) (<https://php.smeal.psu.edu/corp/acceptance/index.php>) (<http://ugstudents.smeal.psu.edu/careers/internships-co-ops/forms>)

Junior Students

- Hold an even higher leadership position in your [Smeal student organization](http://ugstudents.smeal.psu.edu/careers/student-organizations) (<http://ugstudents.smeal.psu.edu/careers/student-organizations>)
- Network with Smeal Alumni through [SmealConnect](https://smeal-psu-csm.symplicity.com/students) (<https://smeal-psu-csm.symplicity.com/students>)
- Update your resume
- Attend the Career Fairs
- Prepare for and attend company info sessions
- Procure a internship/co-op and complete the online [acceptance form](https://php.smeal.psu.edu/corp/acceptance/index.php) (<https://php.smeal.psu.edu/corp/acceptance/index.php>)
- If studying abroad, secure an internship *before* leaving

Senior Students

- Register with Bank of America Career Services Center (<http://studentaffairs.psu.edu/career/>) for full-time job postings
- Hold an even higher leadership position with your [Smeal student organization](http://ugstudents.smeal.psu.edu/careers/student-organizations) (<http://ugstudents.smeal.psu.edu/careers/student-organizations>)
- Build your network through scheduling informational interviews
- Update resume
- Complete degree audit with adviser
- Complete senior survey
- After graduation, join the Penn State University Alumni Association (<http://www.alumni.psu.edu/default.asp>) and connect with Smeal's Alumni Career Services

(mailto:AlumniCareerServices@smeal.psu.edu) Office.

- [Careers \(http://ugstudents.smeal.psu.edu/careers\)](http://ugstudents.smeal.psu.edu/careers)

- **Paths To Aid Your Career Development (<http://ugstudents.smeal.psu.edu/careers/paths-to-aid-your-career-development>)**
 - Career Planning & Strategies Course (BA 297A) and Wall Street Boot Camp (<http://ugstudents.smeal.psu.edu/careers/paths-to-aid-your-career-development/career-planning-and-strategies>)
 - Schedule an Appointment (<http://ugstudents.smeal.psu.edu/careers/paths-to-aid-your-career-development/schedule-an-appointment>)
 - Networking Advice/Opportunities (<http://ugstudents.smeal.psu.edu/careers/paths-to-aid-your-career-development/networking-advice-opportunities>)
 - **Career Planning Timelines (<http://ugstudents.smeal.psu.edu/careers/paths-to-aid-your-career-development/career-timelines>)**
 - Dress for Success (<http://ugstudents.smeal.psu.edu/careers/paths-to-aid-your-career-development/etiquette>)
- Internships / Co-ops (<http://ugstudents.smeal.psu.edu/careers/internships-co-ops>)
- International Students (<http://ugstudents.smeal.psu.edu/careers/international-students>)
- Parents (<http://ugstudents.smeal.psu.edu/careers/parents>)
- Student Organizations (<http://ugstudents.smeal.psu.edu/careers/student-organizations>)
- Resources For Students (<http://ugstudents.smeal.psu.edu/careers/resources>)
- Policies (<http://ugstudents.smeal.psu.edu/careers/policies>)
- Change of Campus Students (<http://ugstudents.smeal.psu.edu/careers/change-of-campus-students>)
- FAQs (<http://ugstudents.smeal.psu.edu/careers/faqs>)
- Contact Us (<http://ugstudents.smeal.psu.edu/careers/contact-us>)
- Career Events Calendar (<https://smeal-psu-csm.symplicity.com/calendar>)

 (<https://www.facebook.com/SmealCareerConnections>)

 (<https://twitter.com/#!/SmealCareers>)

Schedule An Appointment (<https://php.smeal.psu.edu/corp/schedule/index.php>)

Join SmealConnect (<http://ugstudents.smeal.psu.edu/careers/paths-to-aid-your-career-development/careers/internships-co-ops/smealconnect>)

Report Your Internship (<https://php.smeal.psu.edu/corp/acceptance/index.php>)

Quick Resources

[New Student Orientation \(/academics-advising/first-year-experience/ftcap\)](/academics-advising/first-year-experience/ftcap)

[Applying for a Smeal Major \(/academics-advising/get-into-a-smeal-major/get-into-a-smeal-major\)](/academics-advising/get-into-a-smeal-major/get-into-a-smeal-major)

[Recommended Academic Plans/Majors \(/academics-advising/degree-requirements/majors\)](/academics-advising/degree-requirements/majors)

[Smeal Minors \(/academics-advising/degree-requirements/minors\)](/academics-advising/degree-requirements/minors)

[Change of Campus \(/academics-advising/get-into-a-smeal-major/moving-to-university-park\)](/academics-advising/get-into-a-smeal-major/moving-to-university-park)

[Graduation/Commencement \(/academics-advising/commencement\)](/academics-advising/commencement)

[Undergraduate Research Funding \(/academics-advising/undergraduate-research-grants\)](/academics-advising/undergraduate-research-grants)

[External Scholarships \(https://php.smeal.psu.edu/students/externalscholarships/\)](https://php.smeal.psu.edu/students/externalscholarships/)

[Upcoming Career Fairs \(/careers/career-fairs\)](/careers/career-fairs)

[Career Coaching Scheduling \(/++theme++smeal.ugstudents-bootstrap-V1.0/
https://php.smeal.psu.edu/corp/schedule/phone.php\)](http://++theme++smeal.ugstudents-bootstrap-V1.0/https://php.smeal.psu.edu/corp/schedule/phone.php)

[Report Your Internship \(https://php.smeal.psu.edu/corp/acceptance/index.php\)](https://php.smeal.psu.edu/corp/acceptance/index.php)

[Interview Resources \(/academics-advising/commencement\)](/academics-advising/commencement)

[International Business Minor \(/international-programs/study-abroad/international-business-minor\)](/international-programs/study-abroad/international-business-minor)

[Study Abroad \(/international-programs/study-abroad\)](/international-programs/study-abroad)

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- <https://twitter.com/#!/SmealCollege>
- <https://www.youtube.com/user/SmealCollege>

• (http://www.linkedin.com/groups/Penn-
State-
Smeal-
College-
Business-
4577808/about)

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