

## College of the Canyons – Career Exploration and Planning Timeline

The career planning process begins early in your college years. This allows you plenty of time to get to know your strengths and interests that will assist you in making wise career decisions. The more you do now the more successful you'll be in finding a satisfying career. Below is a list of suggested activities that you can take part in during your stay at COC. Check off the activities as you complete them.

FOR STUDENTS EARNING AN ASSOCIATE OF ARTS DEGREE/CERTIFICATE & ENTERING THE JOB MARKET DIRECTLY AFTER COC	
1 st  Y E A R	<p><b>FALL SEMESTER</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Engage in self-exploration; gain a better understanding of your skills, abilities, values, personality style, and interests.               <ul style="list-style-type: none"> <li><input type="checkbox"/> Meet with an advisor at the Career Center (<a href="http://www.canyons.edu/offices/careercenter">http://www.canyons.edu/offices/careercenter</a>) to complete career assessments (DISCOVER, Myers-Briggs &amp; Strong Interest Inventory).</li> <li><input type="checkbox"/> Use web resources to learn more information about your major and career path options (see attached).</li> </ul> </li> <li><input type="checkbox"/> Enroll in a Career Exploration Course (Counseling 010 or Counseling 110 <a href="http://www.canyons.edu/offices/Counseling/Courses.asp">http://www.canyons.edu/offices/Counseling/Courses.asp</a>).</li> <li><input type="checkbox"/> Get involved in extracurricular activities on campus. Join a club or organization (<a href="http://www.canyons.edu/Offices/Student_Development/clubs/ClubsAndOrgList.asp">http://www.canyons.edu/Offices/Student_Development/clubs/ClubsAndOrgList.asp</a>).</li> <li><input type="checkbox"/> Meet with a counselor to discuss your academic and career goals. Develop your student educational plan <a href="http://www.canyons.edu/offices/Counseling">http://www.canyons.edu/offices/Counseling</a>.</li> <li><input type="checkbox"/> Attend Major Quest Fair (usually held in early September).</li> <li><input type="checkbox"/> Research COC's programs/majors and related coursework in the college catalog.</li> </ul> <p><b>SPRING SEMESTER</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Explore options related to your major by developing relationships with counselors, professors, work colleagues, friends and family.</li> <li><input type="checkbox"/> Take an introductory course in the major you are considering. Meet with a Counselor for help choosing these classes and to discuss how they relate to your career goals.</li> <li><input type="checkbox"/> Develop your resume in preparation for a summer job, internship or volunteer opportunity. Meet with an advisor in the Career Center to get your resume critiqued.</li> <li><input type="checkbox"/> Conduct informational interviews and talk to family, friends, faculty, staff and other professionals in the area you are interested in pursuing.</li> <li><input type="checkbox"/> Continue to network, participate in student clubs/organizations, attend conferences, and career fairs.</li> <li><input type="checkbox"/> Begin to explore summer internship opportunities. View the Cooperative Work Experience Education site for more information on internships <a href="http://www.canyons.edu/offices/CWEE/">http://www.canyons.edu/offices/CWEE/</a></li> </ul> <p><b>SUMMER</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Develop work experience through a summer job, volunteering or interning in the field you are interested in pursuing.</li> </ul>
	<p><b>FALL SEMESTER</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Participate in an internship (fall and/or spring) <a href="http://www.canyons.edu/offices/CWEE/">http://www.canyons.edu/offices/CWEE/</a> .</li> <li><input type="checkbox"/> Continue to network by attending career fairs in order to build relationships with employers.</li> <li><input type="checkbox"/> Submit petition for Associate degree graduation (deadline is the first day of the graduating term).</li> <li><input type="checkbox"/> Meet with a Counselor to verify all major requirements are met and you are ready for graduation.</li> </ul> <p><b>SPRING SEMESTER</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Revise and update your resume.</li> <li><input type="checkbox"/> See a Career Center advisor to complete a mock interview and develop job search strategies.</li> <li><input type="checkbox"/> Submit resumes/cover letters to target companies. Interview and send follow up thank you letters.</li> </ul> <p>NOTE: This timeline is based on a two-year model. Be aware that many factors play into the amount of time it takes each individual to complete program requirements. Your specific timeline at COC may vary from this one. Meet with a counselor to discuss your plan.</p>
	<p>2 n d  Y E A R</p>

**FOR STUDENTS PLANNING TO TRANSFER TO A  
BACCALAUREATE DEGREE PROGRAM DIRECTLY AFTER COC**

**FALL SEMESTER**

- ❑ Engage in self-exploration; gain a better understanding of your skills, abilities, values, personality style, and interests.
  - Meet with an advisor at the Career Center (<http://www.canyons.edu/offices/careercenter>) to complete career assessments (DISCOVER, Myers-Briggs & Strong Interest Inventory).
  - Enroll in a Career Exploration Course (Counseling 010 or Counseling 110).
- ❑ Use web resources to learn more information about your major and career path options (see attached).
- ❑ Enroll in Counseling 111 – Introduction to College and Strategies for Student Success.
- ❑ Get involved in extracurricular activities on campus. Join a club or organization ([http://www.canyons.edu/Offices/Student\\_Development/clubs/ClubsAndOrgList.asp](http://www.canyons.edu/Offices/Student_Development/clubs/ClubsAndOrgList.asp)).
- ❑ Meet with a counselor to discuss your academic and career goals. Develop your student educational plan <http://www.canyons.edu/offices/Counseling>.
- ❑ Begin exploring transfer schools, admission requirements, and major preparation coursework. View [www.assist.org](http://www.assist.org) for UC/CSU transfer information and [www.aiccu.edu](http://www.aiccu.edu) for private California school transfer information.
- ❑ Attend Major Quest Fair & Transfer Day Events (usually held in early September).
- ❑ Research COC's programs/majors and related coursework in the college catalog.

**SPRING SEMESTER**

- ❑ Continue to research individual transfer schools and gather as much information as you can on the admission process, transfer requirements and deadlines.
- ❑ Research career paths your major can lead to (see attached websites).
- ❑ Visit the Transfer Center for information on Transfer Admission Guarantee Programs.
- ❑ Meet with a Counselor to review your academic and career goals and revisit your educational plan.
- ❑ Develop your resume in preparation for a summer job, internship or volunteer opportunity. Meet with an advisor in the Career Center to get your resume critiqued.
- ❑ Explore options related to your major by developing relationships with counselors, professors, work colleagues, friends and family.

**SUMMER**

- ❑ Develop work experience through a summer job, volunteering or interning in the field you are interested in pursuing. View the Cooperative Work Experience Education site for more information on internship opportunities. <http://www.canyons.edu/offices/CWEE/>

**FALL SEMESTER**

- ❑ Enroll in Counseling 120 – University Transfer Planning course.
- ❑ Attend the Transfer Day Event & meet different university representatives (usually held in September).
- ❑ Attend Transfer Center workshops for assistance with the UC/CSU application and personal statements <http://www.canyons.edu/offices/transfercenter/>
- ❑ Submit transfer admission applications for the upcoming fall term. Note applications are usually due by the end of November; however deadlines vary by school.
- ❑ Meet with a Counselor to review your transfer goals and make sure you are ready to transfer
- ❑ Continue to network through clubs/organizations, attend conferences and career fairs.

**SPRING SEMESTER**

- ❑ If earning associate degree, file petition for graduation (deadline is the 1st day of the graduating term)
- ❑ Submit the Free Application for Federal Student Aid- FAFSA ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)) for the following academic year. Be aware, the deadline is in early March; see the financial aid office for details.
- ❑ You will be receiving correspondence regarding your admission status from transfer schools, reply in a timely manner.

**NOTE: This timeline is based on a two-year transfer model. Be aware that many factors play into the amount of time it takes each individual to transfer. Your specific timeline at COC may vary from this one. Meet with a counselor to discuss your plan.**

## Career Web Resources

Major Exploration	Self-Assessment/Who am I?
<p><b>What can I do with a major in?</b>  <a href="http://www.uncwil.edu/stuaff/career/majors">http://www.uncwil.edu/stuaff/career/majors</a>  <a href="http://www.uwsp.edu/career/majors/">http://www.uwsp.edu/career/majors/</a>  <a href="http://www.utexas.edu/student/careercenter/careers">http://www.utexas.edu/student/careercenter/careers</a>  <a href="http://www.k-state.edu/acic/majorin/">http://www.k-state.edu/acic/majorin/</a>  <a href="http://6steps.monster.com/step1/careerconverter">http://6steps.monster.com/step1/careerconverter</a></p> <p><b>Career Options by Academic Major</b>  <a href="http://www.k-state.edu/acic/majorin/">http://www.k-state.edu/acic/majorin/</a>  <b>Missing Major.com – An on-line tutorial major/career search guide</b> <a href="http://missingmajor.com">http://missingmajor.com</a></p> <p><b>ASSIST</b> - <a href="http://www.assist.org">http://www.assist.org</a>            Click on “Explore Majors”</p>	<p><b>The Career Interests Game</b>  <a href="http://career.missouri.edu/students/explore/thecareerinterestsgame.php">http://career.missouri.edu/students/explore/thecareerinterestsgame.php</a></p> <p><b>Work Values</b>  <a href="http://www.quintcareers.com/workplace.values.html">http://www.quintcareers.com/workplace.values.html</a></p> <p><b>Personality Style</b>  <a href="http://www.kiersey.com">www.kiersey.com</a></p>
Career Exploration	Labor Market Information
<p><b>California Career Zone</b>  <a href="http://www.cacareerzone.com">http://www.cacareerzone.com</a></p> <p><b>California Careers</b>  <a href="http://www.californiacareers.info/">http://www.californiacareers.info/</a></p> <p><b>Career 1 Stop- Pathways to Career Success (US Dept of Labor)</b>  <a href="http://www.careeronestop.org">http://www.careeronestop.org</a></p> <p><b>Career Voyages (US Dept of Labor)</b>  <a href="http://www.careervoyages.gov/">http://www.careervoyages.gov/</a></p> <p><b>Directory of Student Resources on the Internet</b>  <a href="http://www.canyons.edu/offices/Counseling/WebResources">http://www.canyons.edu/offices/Counseling/WebResources</a>            (Click on Career and Job Placement Resources)</p> <p><b>O*NET OnLine</b>  <a href="http://online.onetcenter.org">http://online.onetcenter.org</a></p> <p><b>Who Do You Want 2 B?</b>  <a href="http://www.whodouwant2b.com/">http://www.whodouwant2b.com/</a></p> <p><b>Careers &amp; Colleges</b>  <a href="http://www.careersandcolleges.com/">http://www.careersandcolleges.com/</a></p> <p><b>Career Development eManual</b>  <a href="http://www.cdm.uwaterloo.ca/">http://www.cdm.uwaterloo.ca/</a></p> <p><b>Princeton Review’s Career Exploration page</b>  <a href="http://www.utexas.edu/student/careercenter/careers/">http://www.utexas.edu/student/careercenter/careers/</a></p> <p><b>Mapping your future</b>  <a href="http://mappingyourfuture.org/">http://mappingyourfuture.org/</a></p>	<p><b>California Employment Development Department</b>  <a href="http://www.labormarketinfo.edd.ca.gov/occguides/">http://www.labormarketinfo.edd.ca.gov/occguides/</a></p> <p><b>2009-10 Occupational Outlook Handbook</b>  <a href="http://www.bls.gov/oco">www.bls.gov/oco</a></p> <p><b>Job Outlook for California Community College Occupational Ed. Programs by County</b>  <a href="http://www.labormarketinfo.edd.ca.gov/commcolleges/">http://www.labormarketinfo.edd.ca.gov/commcolleges/</a></p> <p><b>Salary Information</b>  <a href="http://www.salary.com">http://www.salary.com</a>  <a href="http://jobstar.org/tools/salary/sal-prof.php">http://jobstar.org/tools/salary/sal-prof.php</a></p> <p><b>JobHuntersBible.com</b>  <a href="http://www.jobhuntersbible.com/">http://www.jobhuntersbible.com/</a></p> <p><b>Job Star Central</b>  <a href="http://jobstar.org/index.php">http://jobstar.org/index.php</a></p> <p><b>Monster Trak</b>  <a href="http://college.monstertrak.com/index.html">http://college.monstertrak.com/index.html</a></p> <p><b>Major to Career Converter:</b>  <a href="http://6steps.monster.com/step1/careerconverter/">http://6steps.monster.com/step1/careerconverter/</a></p>