

# FOUR-YEAR PROGRAM

## FIRST YEAR: CAREER INTRODUCTION

### Fall Semester (August – December)

- Teambuilding
- Cohort Meetings
- Resume
- Career Fair

### Spring Semester (January – July)

- Cohort Meetings
- Resume
- Career Fair
- LinkedIn Learning Certificates (if not already completed)
- End of Year Reflection

### LinkedIn Learning Certificates

- Communication Foundations
- Teamwork Foundations
- Leadership Foundations
- Critical Thinking
- Developing Self Awareness
- Foundations in Diversity, Equity and Belonging
- Creating Personal Connections

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## SECOND YEAR: CAREER EXPLORATION

### Fall Semester (August – December)

- Resume
- Create LinkedIn Profile
- Career Fair
- Cohort Meetings
- Join a Business Club or Organization (Fall or Spring)

### Spring Semester (January – July)

- Shadowing Program
- Resume
- Build LinkedIn Network
- Career Fair
- Cohort Meetings
- Join a Business Club or Organization (Fall or Spring)
- LinkedIn Learning Certificates (If not already completed)
- End of Year Reflection

### LinkedIn Learning Certificates

- Grammar Foundations
- Effective Listening
- Developing Your Leadership Philosophy
- Critical Thinking for Better Judgment and Decision-Making
- The Ultimate Guide to Professional Networking
- Diversity, Equity and Belonging
- Mastering Self Motivation

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## THIRD YEAR: CAREER PREPARATION

### Fall Semester (August – December)

- Resume
- Utilize LinkedIn for Career Research
- Career Fair
- Cohort Meetings
- Elevator Pitch
- Leadership Role in Club/Org (Fall or Spring)
- Mentor Program
- Internship (Fall, Spring or Summer)

### Spring Semester (January – July)

- Resume
- Contact CSUN Alum via LinkedIn
- Career Fair
- Cohort Meetings
- Mock Interview
- Leadership Role in Club/Org (Fall or Spring)
- Internship (Fall, Spring or Summer)
- End of Year Reflection

### LinkedIn Learning Certificates

- Advanced Grammar
- Conflict Management
- Leading and Motivating People with Different Personalities
- Developing a Critical Thinking Mindset
- Developing your Professional Image in a New Job
- Inclusive Leadership
- Business Ethics

# FOUR-YEAR PROGRAM

## FOURTH YEAR: CAREER READINESS

### Fall Semester (August – December)

- Resume
- Update LinkedIn Profile
- Career Fair
- One-on-One Career Appointment
- Resume Optimizer
- Internship (if not already completed)
- LinkedIn Learning Certificates (pick your own)

### Spring Semester (January – July)

- Resume
- Update LinkedIn Profile
- Career Fair
- Final Approach Program
- Internship (if not already completed)
- LinkedIn Learning Certificates (if not already completed)
- End of Year Reflection

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