

Academic and Career Planning Worksheet

**As you progress through your academic and career planning journey, these are activities, data points, and resources that you will consistently want to have at the ready. Consider this fillable academic and career planning worksheet to be a site to gather this information and provide reminders of regularized activities that will foster your success.**

Things to do:	Data or Done or To Do
<b>Degree Type</b> What degree type are you pursuing? If it is a Master's Degree, is it a MS or MA or MFA? If it is a doctoral degree, is it a PhD or EdD, or? These distinctions may be significant when you present your credentials to perspective employers.	
<b>Program Name</b> You know how you refer to your program, but what is its official name – the one that will appear on your transcript? Do you have a minor or concentration? Make sure that you are presenting yourself accurately.	
<b>Faculty Advisor Name and Contact Information</b> While you may be working with a professional staff advisor for crucial assistance in course planning, write down the name, title, and contact information of your faculty advisor. You will want to have this ready at hand for your references – and have discussed this in advance with your advisor.	
<b>Faculty Advisor Office Hours/Meeting Preferences</b> Does your advisor have regular office hours? When/where/what modality? Write these down here.	
<b>Faculty Advisor Check in/Recommended Meeting Plan</b> Do you have a regular check in or meeting schedule with your advisor? If not, is that something that you might consider establishing now? In the near future?	
<b>Review Toulouse Graduate School Website</b> The website of the Toulouse Graduate School contains relevant information regarding professional development workshops, extramural funding opportunities, and crucial degree milestones. Are you reviewing it and the Monday afternoon newsletters (delivered to your @myunt.edu email address) regularly?	<a href="https://tgs.unt.edu">See tgs.unt.edu</a>
<b>Identify a Professional Organization Relevant to Your Discipline</b> Find at least one of these now and write down their details (name, website, dues, benefits, funding opportunities, meetings). Then, when you return to this document, find another, and consider joining. Student rates tend to be an excellent value.	
<b>Career Coach Name and Contact Information</b> In addition to your faculty advisor, you have a career coach embedded within your school or college. Find that person's name and contact	

information and write those down. Look up how you would schedule time with them.	
Handshake Profile Have you set up this profile? Do it now and write down the URL and login details so that you can access it regularly.	
LinkedIn Profile Have you created this yet? Does it need an update? Login now and review things. Consider attending a professional development workshop. Get feedback from a career coach.	
Create a Professional Resume/CV and Schedule a Resume Review Do you know the difference between a resume and a cv? Which do you have? Which do you need for your various career interests? This is a great topic for discussion with your faculty advisor and career coach. Your professional organization(s) may have standards. There is a professional development workshop for this!	
Attend a Career Center Networking Event with Employers See (NEED URL) for those arranged through the Career Center. There may also be opportunities through your school, college, or professional organization.	
Find a Student Organization/Leadership Opportunity You Are Interested In This might be <a href="#">Graduate Student Council</a> , another <a href="#">UNT student organization</a> , or it may be an opportunity through a relevant professional organization. This is a way to build skills and build your network.	
Review Big Interview for Interview Preparation/Salary Negotiation & Complete a Mock Interview	
Think about what SMART (Specific, Measurable, Attainable, Relevant, and Time) Goals you can make while a graduate student.	Goal 1.  Goal 2.
What else is on your list?	