HERE IS A TIMELINE OF THINGS YOU CAN DO TO ENSURE THAT YOU REACH YOUR GOAL FOR A CAREER IN THE SCIENCES BY THE TIME YOU GRADUATE. STARTING IN YOUR FIRST YEAR, TEND TO YOUR PROFESSIONAL DEVELOPMENT ACROSS THE FIVE ACTION CATEGORIES BELOW.

FIRST YEAR

Course Selection
❑ Explore interesting courses to investigate possible majors.
❑ Get to know your Undergraduate Advisor and major requirements.
❑ Participate in classes and establish the best GPA you can.

Networking
❑ Talk to your professors and TAs during office hours, before and after class. Be visible in a big school, it's important that your faculty know your name and your face—this will help with getting letters of recommendation in subsequent years.
❑ Ask older students in your major what they wish they knew as first years.
❑ Attend the meetings of any 2 student organizations.

Using Resources
❑ Read about the CNS Career Center: http://www.umass.edu/careers
❑ Explore the UMass Central Career Services website: http://www.uml.edu/careers
❑ Log in to Handshake and complete your profile, including the sections: Do a search for internship opportunities and read a sample description: https://umass.joinhandshake.com
❑ Pre-Health students (only) should sign up for the Pre-Health Advising email list, become familiar with their website, and attend their required events.

Online Presentation
❑ Double-check your privacy settings on Facebook, Twitter and other social media. All of your personal content should be visible to your Friends Only. Google your first name and last name, e.g. “Firstname Lastname” and see what content results from an employer’s point of view. Clean up your digital dirt as needed.

Occupation Research
❑ Check out “What Can I Do With This Major?” http://www.umass.edu/careers/planning
❑ Explore the website for your intended major, and read about each faculty member’s research to find your “most interesting” faculty. See what they study and teach.

SECOND YEAR

Course Selection
❑ Re-evaluate your major. If unsure, narrow your choices to one or two majors that you would like to complete. Then see your undergrad advisor ASAP to discuss, and declare.

Networking
❑ Make an academic plan that accounts for any pre-requisites for advanced classes, and whether courses are offered in Fall, Spring, or both.
❑ Consider adding a minor internship or lab research commitment of 8 hours/week.

Using Resources
❑ Get your resumed reviewed by a Career Peer Advisor at the CNS Career Center, Morrill III, Room 215. No appointment needed.
❑ Make an appointment with your professional career advisor at the CNS Career Center: https://umass.joinhandshake.com. Bring a printed internship description and a cover letter for us to review before you submit them.
❑ Visit the CNS Internship Database and read student reviews of internships for your major: https://secure.cns.umass.edu/webforms/internships
❑ Use Handshake to search by major for open internship opportunities. You needn’t know an employer’s name, only a field of interest (e.g. wildlife conservation, genetic research, cell division, addiction studies, insulation technology, pharmaceutical development, etc.), and Ask to Join.

Online Presentation
❑ Update and develop your LinkedIn page. Upload evidence of your work (e.g. PDF writing samples, lab reports, PowerPoints, data tables, microscopy images, AutoCAD videos).
❑ Compose a LinkedIn summary paragraph that establishes your professional identity and how you are different from others in your major. Update your complete photo.
❑ Search for LinkedIn Groups matching your interests within your field (e.g. wildlife conservation, genetic research, cell division, addiction studies, insulation technology, pharmaceutical development, etc.), and Ask to Join.

Occupation Research
❑ Search online for your major/area and either “job board” or “professional organizations.” Find and bookmark some websites more specific to your field and your major. Google, or find the CNS career center can help.
❑ Find websites of 10 companies where you might see yourself working. Bookmark the page that actually shows open positions, and check it every 2 weeks.

THIRD YEAR

Course Selection
❑ Consider a second major or a minor, for which you may already have taken some overlapping courses. Discuss with an Undergraduate Advisor in CNS.
❑ Browse courses of interest at Hampshire, Amherst, Smith, and Mt. Holyoke colleges here: https://www.fivecolleges.edu/academics/courses. These courses are free for UMass students, and so are the buses that take you there.

Networking
❑ Approach and re-approach faculty from whom you hope to gain research experience.
❑ Participate professionally and politely in LinkedIn Group discussions. This gets people in your field to notice you and to look at your LinkedIn page.

Using Resources
❑ Learn about research opportunities off campus. Visit the Office of Undergraduate Research & Studies http://www.umass.edu/our/Ask your faculty and Career Advisor.
❑ Research scholarships at UMass, many of which support internship and research experiences that would otherwise be unpaid. Many of these can be found through your career center, or through CNS: https://www.cns.umass.edu/students/cns-scholarships, the Commonwealth Honors College: https://www.honors.umass.edu/scholarships, the Office of Financial Aid: https://www.umass.edu/financialaid or the Office of Undergraduate Research & Studies Advisement: https://onsa.umass.edu, and under the Student tab of the Alumni Association: https://www.umassalumni.com

Online Presentation
❑ Prepare your LinkedIn page for heavy viewing by potential employers and others in your professional network. Reconsider your headline, summary paragraph and list of skills. Join additional groups for your profession and participate.
❑ Create an online landing page that establishes your professional identity and shows you in a Google search. This gives you time to decide about applying to grad school. But if you delay taking the GRE, you may not get as strong a score as you would get closer to your date of graduation. https://www.ets.org/gre

Fourth year

Course Selection
❑ Where you have extra credits to fulfill, stretch into areas that interest you from other majors, take a 5-College course or a course in GIS software. You needn’t complete a minor to benefit from taking courses in that area. Also consider a full-time semester-long 15-credit internship working 40 hours/week.

Networking
❑ Who will write your recommendation letters someday? Gather their full contact info now, make a connection on LinkedIn, and ask each person if they would be willing to write you a letter “in the future.” Get their “Yes” today, so you can cash it in tomorrow when the time comes.

Using Resources
❑ Talk to your faculty and the CNS Career Center about the value of graduate school for your given career track.
❑ Prepare to take the GRE, or other appropriate exam, shortly after graduation. Your GRE score is good for 5 years. This gives you time to decide about applying to grad school. But if you delay taking the GRE, you may not get as strong a score as you would get closer to your date of graduation. https://www.ets.org/gre

Online Presentation
❑ Prepare your LinkedIn page for heavy viewing by potential employers and others in your professional network. Reconsider your headline, summary paragraph and list of skills. Join additional groups for your profession and participate.
❑ Create an online landing page that establishes your professional identity and shows you in a Google search. This gives you time to decide about applying to grad school. But if you delay taking the GRE, you may not get as strong a score as you would get closer to your date of graduation. https://www.ets.org/gre

Occupation Research
❑ Create a spreadsheet to centralize information on the jobs you’ve applied for, including date you submitted your application, dates on which you will follow up, and contact info.
❑ Organize an online folder system with a folder for each company to which you apply, a subfolder for each job within each company. In each folder should be a cover letter customized to that job at that company.
HERE is a timeline of things you can do to ensure that you reach your goal for a career in the sciences by the time you graduate. Starting in your first year, tend to your professional development across the five action categories below.

**FIRST YEAR**

- **Course Selection**
  - Explore interesting courses to investigate possible majors.
  - Get to know your Undergraduate Advisor and major requirements.
  - Participate in classes and establish the best GPA you can.

- **Networking**
  - Talk to your professors and TAs during office hours, and before or after class. Be visible in a big school, it’s important that your faculty know your name and your face—this will help with getting letters of recommendation in subsequent years.
  - Ask older students in your major what they wish they knew as first years.
  - Attend the meetings of any 2 student organizations.

- **Using Resources**
  - Read about the CNS Career Center: https://www.cns.umass.edu/careers
  - Explore the UMass Central Career Services website: https://www.cns.umass.edu/careers-
  - Log in to Handshake and complete your profile, including the skills section. Do a search for internship opportunities and read a sample description: https://umass.joinhandshake.com
  - Pre-Health students (only) should sign up for the Pre-Health Advising email list, become familiar with their website, and attend their required events.

- **Online Presentation**
  - Double-check your privacy settings on Facebook, Twitter and other social media. All of your personal content should be visible to your Friends Only.
  - Google yourself and mark as “Firstname Lastname” and look at the content results from an employer’s point of view. Clean up your digital dirt as needed.

- **Occupation Research**
  - Check out “What Can I Do With This Major?” http://www.umass.edu/careers/planning
  - Explore the website for your intended major, and read about each faculty member’s research to find your “most interesting” faculty. See what they study and teach.

**SECOND YEAR**

- **Course Selection**
  - Evaluate your major. If unsure, narrow your choices to one or two majors that you would like to complete. Then see your undergrad advisor ASAP to discuss, and declare.

- **Using Resources**
  - Make an academic plan that accounts for any pre-requisites for advanced classes, and whether courses are offered in Fall, Spring, or both.
  - Consider adding a small internship or lab research commitment of 8-10 weeks.

- **Networking**
  - Introduce yourself to students in your classes. They can help you get your name in the networking contacts in the future.
  - Read a published article by a faculty member to see how work interests you. Approach them in person and use this knowledge to start a conversation about potentially applying to work on their lab or research project.
  - At UMass 65% of students complete an internship or research with faculty before graduating.
  - Talk to older students in your major. Learn what they do. Ask for advice on courses to take, and research projects and clubs to join.
  - Attend meetings for one student organization regularly, and be involved, not just a member. It’s what you do that matters, not where you sign your name.

- **Using Resources**
  - Get your resume reviewed by a Career Peer Advisor at the CNS Career Center, Morrill III, Room 215. No appointment needed.
  - Make an appointment with your professional career advisor at the CNS Career Center: https://umass.joinhandshake.com. Bring a printed internship description and an email cover letter for us to review before you submit them.
  - Visit the CNS Internship Database and read student reviews of internships for your major: https://secure.cns.umass.edu/webforms/internships
  - Use Handshake to find and apply for an internship in a following semester. You must plan a semester ahead to do an internship.
  - If interested in Biology faculty research projects, Google “UMass BURA” and start a profile on it. The application window opens very briefly in the week prior to each semester. Be ready for the rush by completing your profile, browsing projects, and talking with faculty directly, well in advance of that week.

- **Online Presentation**
  - Google yourself in quotation marks i.e “Firstname Lastname” and look at the content results from an employer’s point of view. Clean up your digital dirt as needed.
  - Start or update your LinkedIn page at http://www.linkedin.com

- **Occupation Research**
  - Use Handshake to search by major for open opportunities. Search related majors as well. Print the 5 most interesting jobs you find, whether or not you currently qualify for them. Finding interesting future jobs is a sign that you are in the right major.
  - Meet with your career advisor and ask what different kinds of careers extend from your major.

**THIRD YEAR**

- **Course Selection**
  - Consider a second major or a minor, for which you may already have taken some overlapping courses. Discuss with an Undergraduate Advisor in CNS.
  - Browse courses of interest at Hampshire, Amherst, Smith, and Mt. Holyoke colleges here: https://www. fivecolleges.edu/academics/courses. These courses are free for UMass students, and so are the buses that take you there.

- **Networking**
  - Approach and reapproach faculty from whom you hope to gain research experience.
  - Participate professionally and politely in LinkedIn Group discussions. This gets people in your field to notice you and to look at your LinkedIn page.
  - The most career-minded students are often in student organizations related to their major. Find them and join them.
  - Learn about career and research interests of juniors and seniors in your classes. Tell them your interests. Make an explicit deal to be on the lookout for opportunities that might benefit your friends, and vice versa.

- **Using Resources**
  - Learn about research opportunities off campus. Visit the Office of Undergraduate Research & Studies http://www.umass.edu/ors. Ask your faculty and Career Advisor.
  - Research scholarships at UMass, many of which support internship and research experiences that would otherwise be unpaid. Many of these can be found through the Scholarships website, or through CNS: https://www.cns.umass.edu/students/cns-scholarships, the Commonwealth Honors College: https://www.honors.umass.edu/scholarships, the Office of Financial Aid: https://www.umass.edu/financialaid. Go to your major’s Undergraduate Scholarship Advisement: https://onsa.umass.edu, and under the Student tab of the Alumni Association: https://www.umassalumni.com

- **Online Presentation**
  - Update and develop your LinkedIn page. Upload evidence of your work (e.g. PDF writing samples, lab reports, PowerPoint, data tables, microscopy images, AutoCAD videos).
  - Compose a LinkedIn summary paragraph that establishes your professional identity and how you are different from others in your major. Update your professional photo.
  - Search for LinkedIn Groups matching interests within your field (e.g. wildlife conservation, genetic medicine, cell division, addiction studies, insulation technology, pharmaceutical development, etc.), and Ask to Join.

- **Occupation Research**
  - Search online for your major/area and either “job board” or “professional organizations.” Find and bookmark some websites more specific to your field through Indeed, Google, or LinkedIn. The CNS Career Center can help.
  - Find websites of 10 companies where you might someday work. Bookmark the page that actually shows open positions, and check it every 2 weeks.

**FOURTH YEAR**

- **Course Selection**
  - Where you have extra credits to fulfill, stretch into areas that interest you from other majors, take a 5-College course or a course in GIS software. You needn’t complete a minor to benefit from taking courses in that area. Also consider a full-time semester-long 15-credit internship working 40 hours/week.

- **Networking**
  - Who will write your recommendation letters someday? Gather their full contact info now, make a connection on LinkedIn, and ask each person if they would be willing to write you a letter “in the future.” Get their “Yes” today, so you can cash it in tomorrow when the time comes.

- **Using Resources**
  - Talk to your faculty and the CNS Career Center about the value of graduate school for your given career track.
  - Prepare to take the GRE, or other appropriate exam, shortly after graduation. Your GRE score is good for 5 years. This gives you time to decide about applying to grad school. But if you delay taking the GRE, you may not get as strong a score as you would get closer to your date of graduation. https://www.ets.org/gre

- **Online Presentation**
  - Prepare your LinkedIn page for heavy viewing by potential employers and others in your professional network. Reconsider your headline, summary paragraph and list of skills. Join additional groups for your profession and participation.
  - Create an online landing page that establishes your professional identity and contact me: https://about.me. Have it link to your LinkedIn page and any other professional site of relevance for you, such as where your research was worked during college.
  - Recheck your Google results and all social media platforms. Clean and lock them down so your LinkedIn and Google profile shows in a Google search before your personal profiles on Facebook or other platforms.

- **Occupation Research**
  - Start a blog, covering your professional life with one picture and one paragraph, once per month. WordPress: https://wordpress.com is a good place to do this affordably.
  - Organize your email contacts that direct people to your LinkedIn page or About.Me landing page. Vistaprint: https://www.vistaprint.com is a good place to do this affordably.

- **Occupation Research**
  - Create a spreadsheet to centralize information on the jobs you’ve applied for, including date you submitted your application, dates on which you will follow up, and contact info.
  - Organize (organize) your folder system with a folder for each company to which you apply, a subfolder for each job within each company. In each folder should be a resume and cover letter customized to that job at that company.