

SPEARS SCHOOL OF BUSINESS

ACADEMIC AND CAREER CHECKLIST



CHESAPEAKE ENERGY
**BUSINESS STUDENT
SUCCESS CENTER**
Spears School of Business



**EASTIN CENTER
FOR CAREER READINESS**
Spears School of Business

FRESHMAN

ACADEMIC:

- Enroll in BADM 1111
- Get to know your Academic Advisor in the Chesapeake Energy Business Student Success Center (in 155 Business Building) and discuss your goals and interests. Make an appointment early in the semester
- Become familiar with Degreeworks and use Finish in Four plans on the Chesapeake Energy Business Student Success Center website to prepare for your advising meetings
- Meet each of your professors during office hours and establish a relationship with them
- Complete a Spears Business Scholarship application between November and January for the next academic year

INVOLVEMENT:

- Attend the Spears Business Club Fair
- Become familiar with campus resources such as LASSO, Colvin Center, University Counseling Services, etc.
- Get Involved: Check out Campus Link, Student Union Activities Board, and HireOSUgrads.com for clubs, organizations, intramurals, and campus events

CAREER:

- Create a resume using the Eastin Center Resume Guide, an Eastin Center Career Coach, or student worker (in 155 Business Building)
- Complete a Career Assessment and meet with an Eastin Center Career Coach and Academic Advisor to connect career and major interests
- Attend the Spears Business Career Discovery Expo
- Activate and complete your HireOSUgrads.com profile
- Create a LinkedIn profile with a professional photograph

SOPHOMORE

ACADEMIC:

- Enroll in BADM 2111
- Meet with advisor to discuss your major and update your degree completion plan as needed. Also, address goals and needs such as time management or tutoring
- Continue your established relationships with faculty and create new ones; Meet with your professors during office hours
- Complete a Spears Business Scholarship application between November and January for the next academic year

INVOLVEMENT:

- Attend the Spears Business Club Fair and/or continue active participation in at least one club or organization
- Consider volunteering through OSU's Student Volunteer Center (in 211G Student Union)
- Research study abroad opportunities with the CAGLE center (in 101 Business Building) or attend a weekly information session OSU's Study Abroad Office (in Student Union 242)

CAREER:

- Focus on professional communication with faculty, staff, and employers
- Meet with the Eastin Center and create a Student Career Development Plan
- Update your resume, LinkedIn, and HireOSUgrads profiles
- Prepare internship materials such as cover letters and reference pages; See the Eastin Center for helpful tips and guides
- Purchase business professional attire and take part in a mock interview
- Attend the business career fair in Fall and Spring; begin developing your professional network
- Attend the Spears Business Career Discovery Expo

JUNIOR

ACADEMIC AND CAREER CHECKLIST

ACADEMIC:

- Enroll in BADM 3111
- Meet with advisor to discuss your major and update your degree completion plan. Also address goals and needs
- If considering graduate school, begin research on programs, application requirements, and timelines
- Continue your established relationships with faculty and create new ones; Meet with your professors during office hours
- Complete a Spears Business Scholarship application between November and January for the next academic year

INVOLVEMENT:

- Seek a leadership role in your student organization or club
- Consider volunteering through OSU's Student Volunteer Center
- Participate in Study Abroad opportunities through CAGLE or OSU's Study Abroad Office

CAREER:

- Visit with the Eastin Center to discuss your Career Development Plan and internship opportunities
- Update your resume, LinkedIn, and HireOSUgrads profiles
- Prepare internship materials such as cover letters and reference pages; See the Eastin Center for helpful tips and guides
- Participate in Career Services events and focus on developing networking skills
- Attend the business career fair in Fall and/or Spring

SENIOR

ACADEMIC AND INVOLVEMENT:

- Complete a graduation check during your enrollment appointment the semester prior to graduation
- Apply for graduation beginning the term prior to your intended graduation date
- Discuss your career or graduate school plans with your advisor
- Continue your established relationships with faculty and create new ones; Meet with your professors during office hours
- Seek a leadership role in your student organization or club

CAREER AND FUTURE PLANNING:

- Contact faculty with whom you have established relationships to gain approval to be used as a reference or for reference letters
- Update your resume, LinkedIn, and HireOSUgrads profiles
- Prepare job search materials such as cover letters and reference pages; See the Eastin Center for helpful tips and guides
- Participate in Career Services events such as Mock Interview Day and Resume Day
- Visit with the Eastin Center to discuss your Career Development Plan; focus on job search strategies such as company, salary, and position research
- If considering graduate school, prepare for and schedule entrance exams; obtain letters of reference and submit applications for programs
- Attend the business career fair in Fall and/or Spring

