Contents:

Introduction and About My Career Plan................................................................. 2
How It Works......................................................................................................... 3
Freshman Year Fall Semester: Activity and Worksheet Checklist.............................. 4
Freshman Year Spring Semester: Activity and Worksheet Checklist......................... 7
Sophomore Year Fall Semester: Activity and Worksheet Checklist.......................... 11
Sophomore Year Spring Semester: Activity and Worksheet Checklist..................... 15
My Career Center Support Team........................................................................... 19
Career Peer Mentor Meeting Log......................................................................... 20
Introduction

“plan” = a detailed formulation of a program of action

About My Career Plan:
Career planning is a lifelong process, which includes learning about yourself, researching and evaluating your options, and developing the steps you need to take in order to reach your goals. My Career Plan will help facilitate your journey through this process. Through discussions, activities, and personal reflection, you will be able to:

- Apply knowledge of your strengths, interests, values, and skills to career-related decisions
- Evaluate your career and major options
- Conduct informational interviews
- Write professional resumes
- Evaluate internships as they relate to your strengths, interests, values, and skills
- Develop short and long-range goals culminating in your career action plan

Reward!
Upon completion of the required activities and worksheets, you will receive recognition and be honored for having used My Career Plan to your success! By submitting your completed My Career Plan by April 1st of your sophomore year, you will receive a prize! Prizes must be picked up by April 30th.
How It Works

- **My Career Plan** is self-directed, which means that you are able to do much of the research and reflection on your own time, following your own schedule.

- Follow the instructions in the four checklists provided in this booklet and complete the activities and worksheets using a timeline which corresponds to your Freshman and Sophomore year. When you complete an activity each semester, you will document your findings and reflect upon your learning by writing short answers to a few questions in worksheets, which are all included in this booklet!

- Work on your **My Career Plan** with your Career Center Peer Mentors during “Career Popcorn Hours” at the Career Center in the spring semester (contact the Career Center for dates and times). Record any meetings with your Career Center Peer Mentors in the **Career Peer Mentor Meeting Log**, which is included in this booklet (page 20).

- Obtain a Career Center Professional Staff member’s signature to verify your attendance and completion of activities in the Career Center. Record signatures and dates on the checklists provided.

**Note About University 100:**
You may already have **University 100** assignments that will provide you with access to some of the activities required for **My Career Plan**. These assignments will count toward your **My Career Plan’s** completion!

**What Do I Do When I Complete **My Career Plan**?**

Congratulations! You’ve made a major step toward a successful future! Submit a copy of your completed **My Career Plan** (accumulation of the following checklists and worksheets) in a folder to Monique Corral in the Career Center by the end of your sophomore year. In order to receive a prize, you need to submit your completed **My Career Plan** by April 1st of your sophomore year.

Participation in **My Career Plan** is completely voluntary. All information will be kept confidential. Although responses from all participants may be summarized, it will be impossible to identify you in the responses.

**Who Can I Contact If I Have Questions About **My Career Plan**?**

- Monique Corral, Career Advisor, Title V Grant
  ➢ 818.677.4105; monique.corral@csun.edu

- Lucy McCabe, Career Counselor
  ➢ 818.677.3149; lucy.mccabe@csun.edu
FRESHMAN YEAR FALL SEMESTER:
ACTIVITY AND WORKSHEET CHECKLIST

PURPOSE = LEARN ABOUT YOURSELF

☐ Complete the following activity:

- Visit the Career Center to complete the three Discover Yourself activities within Pathways to identify your top interests, values, and skills. Use the Career Center’s Peer Educators for help.

☐ Complete Worksheet A1: My Self Discovery Results (page 5)

☐ Complete Worksheet A2: My Self Discovery Reflection (page 6)

Career Center Signature: _____________________________ Date: ________________
# My Self Discovery Results

## My Top Strengths
*List your top five strengths from StrengthsQuest*

1.  
2.  
3.  
4.  
5.  

## My Top Values
*List your top five values from the Discover Yourself – Values activity in Pathways*

1.  
2.  
3.  
4.  
5.  

## My Top Skills
*List your top five skills from the Discover Yourself – Skills activity in Pathways*

1.  
2.  
3.  
4.  
5.  

## My Top Interests
*List your three interest themes from the Discover Yourself – Interests activity in Pathways*

1.  
2.  
3.  

---

Name: ________________________________
Worksheet A1

My Self Discovery Results
My Self Discovery Reflection

After completing the various assessments (i.e., the three Discover Yourself activities within Pathways and StrengthsQuest) take a moment to reflect on what it now means to you. What did you find valuable? What do you plan to do with what you have found? Is there anything that surprised you in your results?

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FRESHMAN YEAR SPRING SEMESTER: ACTIVITY AND WORKSHEET CHECKLIST

PURPOSE = EVALUATE YOUR MAJOR OPTIONS (AND/OR LEARN MORE ABOUT YOUR MAJOR!)

□ Complete the following activity:

- Attend the ARC/EOP Majors Fair held at the beginning of the spring semester and obtain information and/or resources from at least three different tables, including the Career Center (check www.csun.edu/eop for date and time). Ask your Career Center Peer Mentors for an alternative activity.

□ Complete Worksheet B1: My Major Research! Results (page 8)

□ Complete Worksheet B2: My Majors Fair Reflection (page 9)

□ Complete Worksheet B3: My Major Research! Reflection (page 10)

Career Center Signature: ___________________________ Date: ____________________
**My Major Research! Results**

Choose 3 majors that you want to know more about to research. If you have decided on a major, your research can help you learn more about your major and career options!

<table>
<thead>
<tr>
<th>Major I Want To Know More About</th>
<th>Resources That Can Provide Additional Information About This Major (e.g., Pathways, Career Center’s Resource Library, Majors Fair, Advisors, Professors, CSUN Catalog, etc.)</th>
<th>What Have I Learned From My Research? <em>Hint: Consider how this major incorporates your My Self Discovery Results from Pathways and StrengthsQuest</em></th>
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Name: ______________________________
My Majors Fair Reflection

Who did you meet at the Majors Fair? ____________________________________________

What was your experience like at the Majors Fair? __________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
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How will this event help you with your career and academic plan? __________________________
______________________________________________________________________________
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My Major Research! Reflection

After completing your major research take a moment to reflect on what it now means to you. Consider how the strengths, interests, values, and skills that you possess will fit the majors. What did you find valuable? What do you plan to do with what you have found? Is there anything that surprised you in your research?

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SOPHOMORE YEAR FALL SEMESTER:
ACTIVITY AND WORKSHEET CHECKLIST

PURPOSE = CONNECT YOUR MAJOR TO CAREER OPTIONS

☐ Complete the following activity:

- Visit the Career Center to obtain resources for informational interviewing. Conduct an informational interview with a professional working in your field of interest. Use the Career Center’s Resource Library, Computer Resources, and Career Center Peer Educators for help.

☐ Complete Worksheet C1: My Occupation Research! Results (page 12)

☐ Complete Worksheet C2: My Informational Interview Reflection (page 13)

☐ Complete Worksheet C3: My Occupation Research! Reflection (page 14)

Career Center Signature: ___________________________ Date: ________________
**My Occupation Research Results**

Choose 3 occupations that you want to know more about to research. Consider how these occupations incorporate your strengths, interests, values, and skills.

<table>
<thead>
<tr>
<th>Occupation I Want To Know More About</th>
<th>Resources That Can Provide Additional Information About This Occupation (e.g., Pathways, Career Center’s Resource Library, Professors, Company Websites, etc.)</th>
<th>Majors That Can Lead To This Occupation</th>
<th>What Have I Learned From My Research?</th>
</tr>
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<td><strong>Hint:</strong> Consider how this occupation incorporates your <em>My Self Discovery Results</em> from Pathways and StrengthsQuest</td>
</tr>
</tbody>
</table>

Name: ______________________________

Worksheet C1

*My Occupation Research Results*
My Informational Interview Reflection

Who did you meet with? ____________________________________________________________

Why did you choose this person to interview? ___________________________________________

_________________________________________________________________________________

What did you learn from the interview? _______________________________________________

_________________________________________________________________________________

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How will this activity help you with your career and academic plan? ___________________

_________________________________________________________________________________

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_________________________________________________________________________________
My Occupation Research! Reflection

After completing your occupation research take a moment to reflect on what it now means to you. Consider how the strengths, interests, values, and skills that you possess will fit the occupations. What did you find valuable? What do you plan to do with what you have found? Is there anything that surprised you in your research?

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SOPHOMORE YEAR SPRING SEMESTER:
ACTIVITY AND WORKSHEET CHECKLIST

PURPOSE = FORMULATE YOUR CAREER ACTION PLAN

☐ Complete the following activity:

- Visit the Career Center to obtain resources for internships. Identify three internships to research. Use the Career Center’s Resource Library, Computer Resources, and Career Center Peer Educators for help. In addition, write or update your resume and take part in a resume critique at the Career Center (contact the Career Center for the walk-in schedule).

☐ Complete Worksheet D1: My Internship Research! Results (page 16)

☐ Complete Worksheet D2: My Career Action Plan (page 17)

☐ Complete Worksheet D3: My Career Plan Reflection (page 18)

Career Center Signature: _________________________________ Date: _____________________
# My Internship Research! Results

Choose 3 internships that you want to know more about to research. Consider how these internships incorporate your strengths, interests, values, and skills.

<table>
<thead>
<tr>
<th>Internship</th>
<th>Resources That Can Provide Additional Information About This Internship (e.g., Pathways, Career Center’s Resource Library, My Career Center Online, Company Websites, Professors, etc.)</th>
<th>What Have I Learned From My Research? Hint: Consider how this internship incorporates your My Self Discovery Results from Pathways and StrengthsQuest</th>
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Name: ___________________________
# My Career Action Plan

**What Activities Can I Do Within The Next Semester To Help Me Make A Decision?**
(e.g., Internship, Campus Club, Part-Time Job, Volunteer, Do More Career Research, etc.)

<table>
<thead>
<tr>
<th>People I Can Talk To For Help With My Decision</th>
<th>What Else Do I Need To Do To Help Me Decide?</th>
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1. I look forward to majoring in: ________________________________

2. Three potential internships:
   a. ___________________________________
   b. ___________________________________
   c. ___________________________________

3. Three potential occupations:
   a. ___________________________________
   b. ___________________________________
   c. ___________________________________

4. Short-range goals (by start of next semester):
   a. ___________________________________________________________________
   b. ___________________________________________________________________
   c. ___________________________________________________________________

5. One year goal: ___________________________________________________________________

6. Long-range goal (within 1 to 5 years): ___________________________________________________________________
My Career Plan Reflection

After completing your My Career Plan take a moment to reflect on what it now means to you. What did you find valuable? What do you plan to do with what you have found? Is there anything that surprised you in your career and academic plan?

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My Career Center Support Team

- **Career Peer Mentor:**
  During the spring semester at the Career Center, you will work closely with your Peer Mentors. The Peer Mentors are here to help you with your My Career Plan, providing support, answering questions, and making referrals to Career Center resources, including a Career Advisor. They are available to meet with you during “Career Popcorn Hours” during the spring semester, which you can drop into to work on your My Career Plan and get information about Career Center resources. Find them in **yellow shirts**!

- **Career Peer Educator:**
  When you visit the Career Center, you will most likely meet a Peer Educator. The Peer Educators are here to help you get started and build your career-related skills. They are familiar with the career development process and can speak to you about Career Center resources, resumes, cover letters, and job search strategies. Find them in **blue shirts**!

- **Career Advisor:**
  Meet with your Career Advisor, Monique Corral to help you with the career planning process. Monique is here to help provide you direction, information, guidance, and support and looks forward to getting to know you!
## Career Peer Mentor Meeting Log

<table>
<thead>
<tr>
<th>Career Peer Mentor Signature</th>
<th>Date</th>
<th>What Have I Learned From This Meeting? (e.g., “I now know how to access and search for occupations by My Self Discovery Results in Pathways”; “I found out how to go about getting resources for my informational interview”; etc.)</th>
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