

# PTW Academic and Professional Checklist

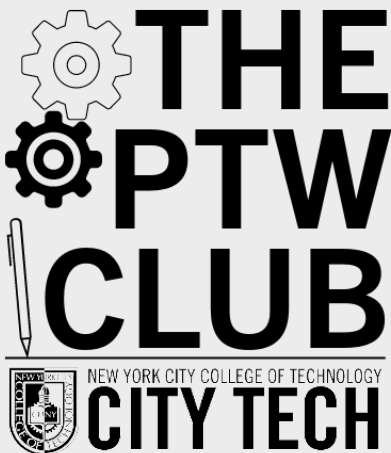
## Are you a PTW student seeking guidance?

This checklist outlines the academic and professional activities that PTW students should undertake each semester.

Follow this checklist to keep track of your progress and ensure that you are on track to achieve your goals!

An asterisk (\*) indicates academic milestones.

A hyphen (-) indicates professional milestones.



### FIRST-YEAR STUDENTS

- Meet with your advisor \*
- Create an academic plan confirming for first 2 years\*
- Complete 30 credits \*
- Create a college resume -
- Create a Handshake account -
- Create a Career Contessa account -

### SECOND-YEAR STUDENTS

- Meet with your academic advisor during fall semester to discuss academic plan ^
- Create ePortfolio \*-
- Meet with your academic advisor during spring semester to discuss academic plan \*
- Complete 30 credits \*
- Finalize specialization \*
- Update your resume and continue to engage with the professional development center -
- Meet with advisor to find a semester or summer internship or other career-related experience \*

### THIRD-YEAR STUDENTS

- Review your academic plan with an advisor to make sure you are on track to graduate on time. \*
- Complete 30 credits.\*
- Finish GenEd requirements
- Update your ePortfolio \*-
- Continue to engage with the professional development center-
- Attend graduate school fairs and research potential programs if you're considering continuing your education.-
- Apply for internships or research opportunities that will help you gain experience in your field of interest -

### FOURTH-YEAR STUDENTS

- Meet with your academic advisor to finalize your plans for graduation.\*
- Complete a 120-hour internship.\*-
- Visit the career center to learn about job opportunities and get advice on your job search.-
- Attend career fairs and networking events to learn about job opportunities and connect with potential employers.-
- Apply for jobs or graduate school programs that align with your career goals.
- Apply for graduation before the deadline! \*