

SENIOR YEAR GUIDELINES

HAVE YOU:

- 01.** **YES** **NO** Completed or made significant progress on general education requirements?
If NO, describe plan:
- 02.** **YES** **NO** Visited an Academic Advisor, Shuster 280, to verify completion of general education requirements?
If NO, describe plan:
- 03.** **YES** **NO** Maintained satisfactory index in major areas?
 YES **NO** Is the major index 2.0 or higher?
If NO, describe plan:
- 04.** **YES** **NO** Completed major requirements?
 YES **NO** Are major requirements completed?
If NO, describe plan:
- 05.** **YES** **NO** Filed for graduation in the Registrar's Office (Shuster 105) at the beginning of final semester?
If NO, describe plan:
- 06.** **YES** **NO** Are you doing well in classes this semester?
If NO, describe plan:
- 07.** **YES** **NO** Are financial resources (TAP, Pell, etc.) in place to pay for cost of final two semesters?
If NO, describe plan:
- 08.** **YES** **NO** Completed your second internship?
- 09.** **YES** **NO** Completed resume, cover letter, interview, and job search workshops?

OTHER ACTIVITIES (Recommended)

10. **YES** **NO** Has your resume and cover letter been reviewed and approved by Career Services?
11. **YES** **NO** Do you have sufficient practice or experience interviewing?
12. **YES** **NO** Visited Career Services to explore their job listings and get information on job fairs?
13. **YES** **NO** Attended other Career Services' events for exposure with major related employers?
14. **YES** **NO** Visited the Pre-graduate advisors: Vincent Prohaska /Jane Levitt, if you are considering graduate study?
15. **YES** **NO** Contacted the Lehman Alumni Association about membership and benefits?
16. **YES** **NO** Completed a plan w/ your counselor for transition into employment or graduate school?
17. **YES** **NO** Identified recommendation resources.
18. **YES** **NO** Identified network list of people to inquire or assist with employment.
19. **YES** **NO** Developed profile on major job sites such (i.e. LinkedIn).