## BUSINESS ADMINISTRATION MENTORING MILESTONES

### 0 – 30 CREDIT HOURS

#### TOOL LITERACY
- **First 2 Weeks**
  - Claw Mail
  - Health and Safety training
  - DegreeWorks (DW)
  - Course Scheduler
  - Collect 4 year plans
  - ClawLink (CL)

#### CAMPUS LITERACY
- **First 2 Weeks**
  - Meet your adviser
  - Visit a support office
  - Visit AEC
  - Visit Library
- **Plan to attend:**
  - Student involvement events
  - SBA Expo (January and August)
  - SBA Concentration Previews
  - GEAR (April)

#### CURRICULUM LITERACY
- **Ask your adviser:**
  - Critical prerequisites?
  - General Education requirements?
  - Enroll in English and Math
- **In your focus area or major:**
  - Explore a degree program
  - Complete 9 credits

#### LOOKING FORWARD
- Draft a resume
- Begin CDAC modules / Focus 2 Career assessment
- **In your focus area:**
  - Meet a professor
  - Relevant volunteerism (Presidential Volunteer Service Award)

### 31 – 60 CREDIT HOURS

#### TOOL LITERACY
- **First 2 Weeks**
  - Study 4 year plan
  - Which Area F classes?
  - Make a summer plan
  - Use DegreeWorks
  - Create a LinkedIn profile
  - Clean up social media
  - Visit CDAC and ClawLink
  - Re-examine Focus 2 Career assessment

#### CAMPUS LITERACY
- **Meet your adviser**
- **Visit a support office**
- **Visit Library**
- **Plan to attend:**
  - CDAC events
  - SBA Internship Preview
  - SBA Expo (January and August)
  - SBA Concentration Previews
  - GEAR (April)

#### CURRICULUM LITERACY
- **Ask your faculty mentor:**
  - What can you do with majors?
  - Which is right for you?
  - Meet area faculty

#### LOOKING FORWARD
- Continue CDAC modules
- Begin info interviews
- **In your focus area:**
  - Relevant volunteerism (Presidential Volunteer Service Award)

### 61 – 90 CREDIT HOURS

#### TOOL LITERACY
- **Update 4 year plan**
- **Concentration courses**
- Make a summer plan
- DW: courses not used?
- Update LinkedIn profile

#### CAMPUS LITERACY
- **Consider RSO/event leadership**
- **Attend library workshop**
- **Attend CDAC events**
- **Plan to attend:**
  - SBA Expo (January and August)
  - Speed Mentoring (October)
  - Networking Night (April)
  - SBA Career Readiness Events
  - GEAR

#### CURRICULUM LITERACY
- **Ask your faculty mentor:**
  - Explore minors
  - Work or grad school?

#### LOOKING FORWARD
- Build professional network
- External networking
- Get internship
- Practice interviewing
- Continue CDAC modules

### 90 – 120 CREDIT HOURS

#### TOOL LITERACY
- Visit ClawLink job board
- Update LinkedIn profile
- Reach out to LinkedIn Network
- Clean up social media

#### CAMPUS LITERACY
- **Attend CDAC events**
- Pursue leadership in RSO
- **Plan to attend:**
  - SBA Expo (January and August)
  - Speed Mentoring (October)
  - Networking Night (April)
  - SBA Career Readiness Events
  - GEAR

#### CURRICULUM LITERACY
- **Ask your adviser:**
  - Ready for graduation?
- **Ask your faculty mentor:**
  - Electives/Certifications?
  - Apply for graduation!

#### LOOKING FORWARD
- Practice interviewing
- Finalize resume
- Finalize LinkedIn profile
- Confirm professional references
- Attend Career Fair