ProPath
UMass Lowell Career Development Plan

Get the most out of college

Career & Co-op Center
978-934-2355
career.uml.edu
Recommended Activities

Getting Started
☐ Attend a ProPath Orientation Session, facilitated by the Career & Co-op Center*
☐ View the “Where Do I Start” video on our YouTube channel

Career Exploration/Planning
☐ Identify 10 careers related to your academic major, using the following resources on our website: “What Can I Do with This Major?”, Focus, and O*Net
☐ Conduct at least one informational interview with someone working in a target field or occupation
☐ Send a follow-up “thank you” letter to the person with whom you did your informational interview
☐ Complete a vocational assessment like JCE, Focus2, or MBTI (contact Career & Co-op Center to schedule)

Résumés & Cover Letters
☐ Have your résumé reviewed during drop-in hours (see schedule on our website)
☐ Upload your résumé to your CareerLINK account; receive approval from Career & Co-op Center staff*

Job Search
☐ View the two CareerLINK tutorials posted on our YouTube channel
☐ Update your CareerLINK profile
☐ Participate in at least two career events per year, hosted by the Career & Co-op Center*
☐ Send a follow-up letter (or email) to at least one employer you met at the career fair

Gaining Experience
☐ Meet with your faculty advisor to discuss credit-bearing experiential learning opportunities
☐ Attend a Co-op Info Session, if potentially interested in participating in Professional Co-op next year
☐ Participate in one or more experiential learning options (see the Resources for Gaining Experience at the end of this guide) and use the “Report a Hire” feature of CareerLINK to report any applicable experiential learning opportunities
* Did you get on the ProPath? Completion of these three items will entitle you to a year-end luncheon/dinner event with seniors during which you can network, share experiences, and gather additional ideas for success.

Options for Gaining Experience

Part-time Work
A part-time job opportunity, ideally related to your academic major or area of professional interest

Volunteer Work
An unpaid opportunity to get involved in a field of interest

University Clubs / Organizations
Opportunities to make a difference, and connect with other students with similar interests

Co-op Scholars
Merit-based co-op awards, including research, enterprise and community options

Campus Co-op
“Higher” level student employment positions through Financial Aid

DifferenceMaker
Social entrepreneurship program that supports academics in a real world setting

Service-Learning
Credited classroom projects with reflection, focused on working with a community partner

Jumpstart
AmeriCorps-sponsored program based at UMass Lowell where students work with underserved pre-schoolers

UTeach
Experiences available for future teachers in STEM-related fields
Recommended Activities

Getting Started
- Refer to the First Year’s Getting Started activities

Career Exploration/Planning
- Conduct at least one informational interview with someone working in a target field or occupation
- Send a follow-up “thank you” letter to the person with whom you did your informational interview
- Research three careers using the Occupational Research Worksheet. Complete the worksheet and upload it to your CareerLINK account.

Résumés & Cover Letters
- Update your résumé on CareerLINK to include additional experiences, coursework, and/or projects
- Begin to catalog descriptions of ALL academic projects (for future use in résumés and interviews); save document to CareerLINK (click on “My Account,” then “My Documents,” then “Add” next to ProPath Documents)
- Draft a cover letter (tailored to a specific position) and have it reviewed during drop-in hours in the Career & Co-op Center

Job Search
- Develop and practice your “Introduction,” using the Introduction handout as a guide
- Participate in a practice interview (in person, by phone, or via InterviewStream)
- Attend a Career Fair Preparation workshop and/or view our Career Fair Preparation video
- Attend at least one career fair, hosted by the Career & Co-op Center*
- Send a follow-up letter (or email) to at least one employer you met at the career fair
- Participate in at least one career event in addition to the career fair.*

Gaining Experience
- Join clubs, organizations, or activities (if appropriate, pursue leadership opportunities)
- Participate in one or more experiential learning options (see the Resources for Gaining Experience at the end of this guide) and use the “Report a Hire” feature of CareerLINK to report any applicable experiential learning opportunities

Options for Gaining Experience

Consider all the options from First Year, plus the following:

Professional Co-op
Offered through the Career & Co-op Center; for eligible students in Engineering, Sciences or Business majors

Internship
An opportunity (either paid or unpaid) to gain valuable real-world experience

Community Internship
Paid opportunities for real-world experience in the College of Fine Arts, Humanities, and Social Sciences

The Washington Center (Internships)
Opportunities to intern with organizations in Washington, D.C.

Study Abroad Internships
Hands-on internship opportunities around the globe

Sophomore Year

Develop valuable career skills — such as leadership, teamwork and communication — through a campus activity that appeals to you.

* Did you stay on the ProPath? Completion of these two items and the three items from the First Year will entitle you to a networking event with recent UMass Lowell alumni.
Recommended Activities

Getting Started
- Refer to the First Year’s Getting Started activities

Career Exploration/Planning
- Conduct at least one informational interview with someone working in a target field or occupation
- Send a follow-up “thank you” letter to the person with whom you did your informational interview
- Read professional journals and other publications related to your areas of professional interest
- Schedule an appointment with a career counselor to discuss post-graduation plans

Résumés & Cover Letters
- Update your résumé on CareerLINK to include additional experiences, coursework, and/or projects

Job Search
- Participate in at least one workshop, hosted by the Career & Co-op Center
- Create several Accomplishment Statements, using the PARK Worksheet as a guide
- Complete a Job Search Plan, using samples provided as a guide; review with a career counselor
- Attend at least one career fair per year, hosted by the Career & Co-op Center*
- Send a follow-up letter (or email) to at least one employer you met at the career fair
- Identify three people whom you could list as a professional reference (professors, supervisors, etc.)
- Put together a list of references, using our sample format as a guide

Networking
- Join a professional organization to build your network (see the list on our website)
- Create a LinkedIn profile using the LinkedIn Profile Checklist as a guide
- Attend a LinkedIn Lab, hosted by the Career & Co-op Center
- Register for and attend Dine & Dress for Success

Gaining Experience
- Participate in one or more experiential learning options (see the Resources for Gaining Experience at the end of this guide) and use the “Report a Hire” feature of CareerLINK to report any applicable experiential learning opportunities*

Options for Gaining Experience
Consider all the options from First and Sophomore years, plus the following:

Emerging Scholars
Provides students with a unique year-long opportunity to apply theoretical knowledge to a faculty member’s on-going research

Practicum and Internship
For-credit experiences through your academic department

LSAMP
STEM-related internship opportunities for students from diverse backgrounds

* Did you continue on your ProPath? Completion of these two items and the five from the previous two years will entitle you to inclusion in a résumé book, to be provided to employers representing a variety of industries and professions.
Recommended Activities

Getting Started
☐ Refer to the First Year’s Getting Started activities

Career Exploration/Planning
☐ Begin applying for graduate education programs during first semester of senior year

Résumés & Cover Letters
☐ Update your résumé and have it reviewed in an appointment or during drop-in hours*
☐ Replace original CareerLINK résumé with updated document

Job Search
☐ Create several Accomplishment Statements, using the PARK Worksheet as a guide
☐ Participate in a practice interview (in person or via InterviewStream)
☐ Participate in at least two career events, hosted by the Career & Co-op Center*
☐ Participate in on-campus recruiting whenever relevant
☐ Attend at least one career fair*
☐ Research at least two companies you’d like to work for, using the Company Research Guide
☐ Confirm that you have a minimum of three professional references; fine-tune your reference document
☐ Begin applying for post-graduation employment

Networking
☐ Continue connecting with people on LinkedIn, following employers and identifying 2nd-degree connections
☐ Conduct at least one informational interview with someone working in a target field or occupation
☐ Send a follow-up “thank you” letter to the person with whom you did your informational interview
☐ Attend conferences or professional association meetings
☐ Register for and attend Dine & Dress for Success

Gaining Experience
☐ Continue to pursue leadership opportunities in clubs, organizations, and activities
☐ Participate in one or more experiential learning options (see the Resources for Gaining Experience at the end of this guide) and use the “Report a Hire” feature of CareerLINK to report any applicable experiential learning opportunities

Options for Gaining Experience
Consider all the options from First, Sophomore, and Junior years, plus the following:

Post-graduation Employment
Professional entry-level job opportunity, ideally related to your academic major and/or area of professional interest

Service Opportunity
An opportunity to serve your community through Peace Corps, AmeriCorps or similar AmeriCorps program, the military, or other similar organizations

Graduate School
A full-time or part-time academic degree program designed to enhance your credentials

* Did you complete your ProPath? Completion of these three items and the seven items from previous years will entitle you to inclusion in a résumé book (to be provided to employers representing a variety of industries and professions), and a luncheon with invited employers and University leaders.

There’s nothing better than networking for learning about career opportunities.
Resources for Gaining Experience

Professional Co-op
Through the Career & Co-op Center; for students in Engineering, Sciences, or Business majors
Contact:
Career_Services@uml.edu
978-934-2355

Co-op Scholars
Merit-based co-op awards, including research, enterprise and community related options
Contact:
Coop_Scholars@uml.edu or Student Employment Office
Jobs_Student@uml.edu

DifferenceMaker
Social entrepreneurship program that supports academics in a real world setting
Contact:
DifferenceMaker@uml.edu
978-934-6443

Study Abroad
Job placement internship opportunities around the globe
Contact:
Studyabroad@uml.edu
978-934-4660

LSAMP/UTeach
Nationally recognized organizations with satellites at UMass Lowell
Contact:
LSAMP: Francine_Coston@uml.edu
UTeach: uteach@uml.edu

Academic Opportunities
Experiences such as practicums, internships, research assistantships, directed study, and capstones
Contact:
Chair of Academic Department
Campus Co-op
"Higher" level student employment positions available through financial aid

Contact:
Student Employment Office
Jobs_Student@uml.edu

Service-Learning
Credited classroom projects with reflection, focused on working with a community partner

Contact:
Academic Department
Service-Learning Coordinator

The Washington Center
Opportunities to intern in organizations in Washington, D.C.

Contact:
www.twc.edu
South Campus Majors: Francis_Talty@uml.edu
North Campus Majors: Martina_Witts@uml.edu

Jumpstart
AmeriCorps sponsored program based at UMass Lowell, where students work with underserved youth

Contact:
JumpstartUML@gmail.com
www.jstart.org

College Specific
Programs such as Emerging Scholars, Community Internships, and industry experiences

Contact:
Emerging Scholars: CWW@uml.edu
Community Internships: FAHSS_Engagement@uml.edu
Industry Experiences: Academic Department

Other
It doesn’t stop there...
Find more ways of learning through experience

Contact:
Commonwealth Honors Program: www.uml.edu/honors
Internship Postings: CareerLINK
Work Study on and off campus: Jobs_Student@uml.edu
ProPath is a career development program offered by UMass Lowell's Career & Co-op Center. The program offers you a structured approach to career planning and development, integrating experiential learning with career development activities to help you successfully transition into a professional position or graduate school.

What students say about career development at UMass Lowell:

"I wish I had attended this workshop prior to last year's career fair. Last year I felt lost and hopelessly unprepared. This year shall be the polar opposite. Thank you."

— Career Fair Preparation Workshop participant, Spring 2014

"During my junior and senior years at UMass Lowell, I spoke with multiple Career Services counselors for practice interviews and help with my résumé. Because of their guidance, I confidently interviewed with a publishing company and was chosen for an excellent opportunity with over 100 applicants."

— Megan, Class of 2014

"This workshop really helped me to develop my interview skills and build confidence for the interview."

— Interviewing Workshop participant, Spring 2014

"Career Services taught me the skills I needed for résumé writing and interviewing confidence. These skills helped me land a job before even graduating!"

— Sarah, Class of 2015