Learn About Yourself and Explore Majors and Careers

Recommended Activities

Getting Started
☐ Attend a ProPath Orientation Session, facilitated by the Career & Co-op Center OR view the online version of the Orientation Session at career.uml.edu (Click on ProPath)

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?”, Jackson Career Explorer (JCE) 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 Jackson Career Explorer (JCE), 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

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
Market Yourself and Further Explore Career Options

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

Develop valuable career skills — such as leadership, teamwork and communication — through a campus activity that appeals to you.
Clarify Career Options and Fine-Tune Self-Marketing Skills

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
Implement Final Steps toward Your Post-Graduation Plans

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

Senior Year

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

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: Reaksmy_Roeung@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
North Campus Majors: Kerry_Bray@uml.edu
South Campus Majors: Francis_Talty@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