Freshman Year, English Department:

☐ ENGLISH DEPARTMENT MAJORS NIGHT. http://www.fairfield.edu/cas/eng_req.html
Talk to faculty members about concentrations and department activities that best match your interests.

☐ ACADEMIC ADVISING. Use your academic adviser and the peer advising program http://www.fairfield.edu/oae/oae_st_types_advisors.html to explore potential minors, programs and courses, given your interest. What core courses fit best with your career goals? Work them into your schedule. Be prepared for your advising meeting.
http://www.fairfield.edu/oae/oae_st_your_role.html

☐ “WHAT TO DO WITH AN ENGLISH DEGREE?” Conduct your own web search on the topic. Start with http://whatcanidowiththismajor.com/major/english ; "Don't Know What To Do With Your English Degree?" ; "What You Can Do With This Degree" http://www.oneonta.edu/development/cdc/pages/documents/whatcanidowithmajor/English.pdf

☐ FLEXIBILITY. The English Major gives you flexibility to adapt to changing work environments. Look for opportunities in class to develop your ability to write, analyze, and argue, then gain experience by pairing these skills with on-campus activities, internships and other pre-professional opportunities.

☐ DREAM JOB. What is your “dream job” after graduation? What are you passionate about? Talk to your faculty adviser and other mentors. As an English Major, how can you use your remaining time at Fairfield to prepare for it through class work, internships, volunteer activities, summer jobs, leadership positions with clubs and organizations, and other relevant out of class experiences.
Freshman Year, University wide

☐ FOUR-YEAR PLAN. Look at Fairfield’s four-year developmental model for opportunities that you can tie into your career plans. This year you will take part in programs that bridge the classroom with the residence halls. You will live in residence with other students who are enrolled in the same Cornerstone core classes and participate in the First Year Experience (FYE) program. This will help you to make friends with and network with students who share your passions and interests.

☐ HEAR FROM THE EXPERTS. Attend lectures on campus and hear from professionals and experts in your field of interest. Start with the Open Visions Forum http://www.fairfield.edu/arts/qc_forum.html and look for other events listed in the university calendar. In choosing FYE events http://www.fairfield.edu/student/new_fye.html to attend, include those most related to career interests.

☐ SUMMER JOBS. Work with your faculty adviser to discuss options for a relevant summer job that could give you experience and add a credit to your resume.

☐ CAMPUS CLUBS OR STUDENT ORGANIZATIONS. http://fairfield.edu/student/sal_clubs.html Invest your time in activities that would give you experience in your field of interest and put you in touch with students who might have a similar career interest.

☐ STUDY ABROAD. http://www.fairfield.edu/sa/index.html Why do 30 percent or more of Fairfield students spend a semester or a year abroad. Start to explore the program now; how might it give you experience to aid your undergraduate studies and your potential career? What core courses should you save to take abroad?

☐ WORK, WORK, WORK. Look for a relevant job on campus to gain work experience. Consider volunteer opportunities http://www.fairfield.edu/student/cm_involve.html , often tied to your academic interest, to give your experience and provide information on potential careers, especially with non-profit organizations.

☐ LIVING AND LEARNING. http://www.fairfield.edu/ll/index.html Look for a chance sophomore year to team up and network with other students who may share your perspective on the world and career interests.

☐ LEAD ON. Look for chances to begin building leadership skills. http://www.fairfield.edu/student/sal_programs.html . Take advantage of New Student Programs http://www.fairfield.edu/student/new_index.html that bridge the classroom with the residence halls. Network with students in your residence hall who are enrolled in the same Cornerstone core classes and participate in the First Year Experience (FYE) program. This will help you to make friends who share your passions and interests.

☐ CRYSTAL BALL. Look ahead: What will your resume look like on graduation day? (To build a resume, click here http://www.fairfield.edu/student/cpe_resume.html ) Talk to your faculty adviser; given your goals, what do you need to do between now and Graduation Day to bring the resume to reality? Summer jobs? Internships? On-campus activities? What will help you move from Classroom To Career?
SHOWCASE YOUR MATERIALS. Students are often hesitant to begin a blog because they imagine that it’s much more complicated and time-consuming than it is. But Fairfield graduates repeatedly tell us it is critical as a way of showcasing their work, networking with other people, and improving the chances of getting a job. If you can create a Facebook page, you already know enough to create an effective blog through Wordpress. So consider creating a blog or e-portfolio to collect materials that you can use to promote yourself in the future. (To build a blog, click here:  http://wordpress.com)

ASK A LIBRARIAN. The DiMenna-Nyselius Library has a large array of resources to help you to discover, begin and manage your career: http://librarybestbets.fairfield.edu/career. If you would like assistance in using any of these resources, please contact a librarian at http://www.fairfield.edu/askalibrarian. It is very easy to access interlibrary loan materials, from magazines to obscure movies to dissertations, that you can use to research a potential employer or internship site. Alums often say they miss the easy access to Fairfield's extensive library database; use it while you are here!

VISIT CAREER PLANNING. EARLY! Make an appointment with the Career Planning Center (CPC) http://www.fairfield.edu/student/cpc_discovering.html#Individual to meet with staff, talk about your goals and aspirations and how to best utilize the next four years. Read about jobs in which you might be interested. Attend Career Fairs http://www.fairfield.edu/student/cpc_events.html and ask employers what they are looking for in new hires. Look at the CPC’s online Career Planning Advisor Videos http://www.fairfield.edu/student/cpc_advisor_videos.html and Research Tools.
Sophomore Year, English Department

☐ KEEP DREAMING. What is your “dream job” after graduation? What are you passionate about? Talk to your faculty adviser and other mentors: How can you use your remaining time at Fairfield to prepare for it through class work, internships, volunteer activities, summer jobs, leadership positions with clubs and organizations, and other relevant out of class experiences.

☐ INTERNSHIP. http://www.fairfield.edu/cas/eng_internships.html Attend the English Department’s Internship Information Session. Think about “trying out” a career, gaining work experience, marketable skills, potential mentors and a competitive edge. Look for potential matches between an internship with your career. Also visit http://www.fairfield.edu/student/cpc_internship.html; http://www.insidehighered.com/news/2012/08/08/more-colleges-pushing-internships-liberal-arts

☐ LINE UP REFERENCES. Look for 3+ professors in English and elsewhere who might serve as professional references for you. Discuss your future plans with them and ask for guidance. Stay in touch with them so they can speak about your successes in an informed way.

☐ MAJORS NIGHT. After attending the English Department Majors Night, talk to professors and students about how to get the most out of the major.

☐ MORE ADVISING. Use your English Department faculty adviser and peer advising to choose the best courses, given your interest. Be prepared for your meeting. http://www.fairfield.edu/documents/academic/oaesample_adv_syllabus.pdf
Sophomore Year, University wide

- **FOUR-YEAR PLAN.** Look at Fairfield’s four-year developmental model for opportunities that you can tie into your career plans. This year, you may benefit from joining one of the living and learning communities [http://www.fairfield.edu/l/l_residentialcolleges.html](http://www.fairfield.edu/l/l_residentialcolleges.html) to explore ‘meaning of life’ questions and to network with other students who share your perspective on the world. These include: Creative Life Residential College, Ignatian Residential College, and the Service for Justice Residential College.

- **LEADERSHIP SKILLS.** Consider a leadership role with a student club or organization [http://fairfield.edu/student/sal_clubs.html](http://fairfield.edu/student/sal_clubs.html) to help give you leadership and management experience.

- **SERVICE LEARNING COURSES.** [http://www.fairfield.edu/osl/osl_students.html](http://www.fairfield.edu/osl/osl_students.html) Look for Fairfield courses that give you a chance to interact with the off-campus community, gain experience, and maybe pick up a resume credit and gain experience.

- **HEAR FROM THE BEST.** Look for lectures on campus when professionals in your field come to speak and often meet students.

- **THE STUDY ABROAD FAIR** [http://www.fairfield.edu/sa/index.html](http://www.fairfield.edu/sa/index.html) will give you tips to use in finalizing any travel plans for junior year. Talk to faculty and other students on how the experience could help further your career goals. What core courses should you save and take abroad? One semester abroad or two?

- **BUILD A PORTFOLIO.** Consider creating a blog or e-portfolio to collect materials that you can use to promote yourself in the future. (To build a blog, click here [http://wordpress.com](http://wordpress.com))

- **RELEVANT SUMMER JOB.** Talk to faculty and Career Planning to increase your chances of securing a summertime job (after sophomore year) that is related to your career goal, can give you some experience, and serve as a credit on your resume. Use Facebook and Linked In to present yourself to the world in a professional manner.

- **CAREER PLANNING.** Don’t wait! Make another appointment with a Career Planning Center counselor [http://www.fairfield.edu/student/cpc_discovering.html#Individual](http://www.fairfield.edu/student/cpc_discovering.html#Individual). Consider taking a “self-assessment inventory” test to help you get a better handle on where your strengths might be directing you. Update your resume. Look for workshops that can sharpen skills in writing resumes, networking, and mock interviewing. Register with Experience [fairfieldalumni.experience.com](http://fairfieldalumni.experience.com), Fairfield’s online recruiting system, and get familiar with how it works. Students can search for jobs, internships, information on career fairs, and submit resumes to jobs and internships of interest.

Junior Year, English Department

□ DEPARTMENT AWARDS. Every spring, the English Department honors students who produced outstanding work in critical analysis essays, fiction, non-fiction, poetry, and journalism during the past year. Gain experience in entering such a competition and learn how to effectively package and present your work – and yourself. Non-seniors are often singled out for their great work.

□ INTERNSHIP PLANS. After discussing internship options freshman and sophomore years, talk to the English internship coordinator http://www.fairfield.edu/cas/eng_internships.html and map out when you will do the two, three-credit internships for credit that are allowed at Fairfield. Remember that summer jobs, not for credit, can be just as useful in gaining experience and building a resume.

□ OTHER GRADUATION OPTIONS? Talk to English professors about possible graduate school work in English … or scholarships like a Fulbright Fellowship … or Teach for America.

□ SUPERVISED RESEARCH. Talk to favorite professors about possible supervised research projects you might do in your area of interest, in the summer or during the school year. On-campus summer housing is available. http://www.fairfield.edu/student/res_summer.html

□ STILL DREAMING? What is your “dream job” after graduation? How can you use your remaining time at Fairfield to prepare for it through English Department class work, internships, volunteer activities, summer jobs, leadership positions with clubs and organizations, and other relevant out of class experiences.

□ REFERENCES. Stay in touch with 3+ professors in English and elsewhere who can speak about your successes in an informed way.

□ FINAL CAREER CHOICES. How can you best use your remaining courses and free electives to both round out your education and prepare for a career? Talk to your faculty adviser; is there room for another minor? Don’t be afraid to consider a DSB program like Marketing http://www.fairfield.edu/dsb/mktg_req.html to better understand the business world and how to market and brand yourself.
Junior Year, University wide

☐ FOUR-YEAR PLAN. Look at Fairfield’s four-year developmental model for opportunities that you can tie into your career plan. As a junior, you will be encouraged to become a leader and an explorer, through engagement with the broader community and perhaps an experience of study abroad.

☐ STUDY ABROAD. Use a Study Abroad http://www.fairfield.edu/sa/index.html trip to gain a cross-cultural perspective, move toward becoming a global citizen, and think more broadly about your studies and career possibilities.

☐ SHADOWING. Fairfield is expanding its program for students to shadow alumni, where the student can take an inside look at a career, get an overview of a company or industry, explore individual career options and goals, and receive advice from a professional. Students in biology and psychology are among those who benefitted in the past. Contact the Alumni Career Center. http://www.fairfield.edu/alumni/ar_jobshadow.html

☐ NETWORKING. Begin networking by connecting with Alumni Career Services http://www.fairfield.edu/alumni/ar_general.html and its Fairfield Alumni Network FAN. http://www.fairfield.edu/alumni/ar_fan.html program. Look for relevant information in the Alumni Career Webinar Series, focusing on such issues as the job search and professional development. Look at the Fairfield Alumni groups on LinkedIn and join those that are relevant. Look at the Jobs Board and Internship Board.

☐ CIVIC ENGAGEMENT? As you add to your resume, what other opportunities can you choose to give you applied experience and civic engagement beyond the classroom. They might include summer jobs, internships, leadership roles in campus clubs, mentoring other students. Work to become a leader and an explorer, through engagement with the broader community.

☐ RCADE WORKSHOPS http://fairfield.edu/mc/mc_rcade.html and relevant courses can strengthen technical and computer skills. To compete, you must be proficient in Excel, Powerpoint and Word, plus programs you might need for specialized jobs such as Photoshop and In Design. How can you use any final elective courses to gain additional skills needed for your dream job?

☐ SUMMER JOBS. Look for a relevant summer job that can give you experience and add a credit to your resume. Update your resume.

☐ HEAR FROM PROFESSIONALS. Attend lectures on campus when professionals in your field come to speak and often meet students. Start with the Open Visions Forum. http://www.fairfield.edu/arts/qc_forum.html

☐ YOUR PORTFOLIO. Consider creating a blog or e-portfolio to collect materials that you can use to promote yourself in the future. (To build a blog, click here: http://wordpress.com)

☐ SERVICE LEARNING. http://www.fairfield.edu/osl/osl_students.html To learn about paying careers with non-profit organizations, make room on your four-year course schedule for a Service Learning course.
LEADERSHIP. Gain management experience –and give something back -- by taking as leadership position in a campus club or student organizations.
http://fairfield.edu/student/sal_clubs.html

VOLUNTEER OPPORTUNITIES. Look for a relevant job on campus to gain work experience. Consider volunteer opportunities http://www.fairfield.edu/student/cm_involve.html, often tied to your academic interest, to give your experience and provide information on potential careers, especially with non-profit organizations.

HIT THE LIBRARY. The DiMenna-Nyselius Library has a large array of resources to help you to discover, begin and manage your career: http://librarybestbets.fairfield.edu/career. If you would like assistance in using any of these resources, please contact a librarian. http://www.fairfield.edu/askalibrarian

CAREER PLANNING COUNSELOR. http://www.fairfield.edu/student/cpc_discovering.html#Individual
Have a counselor review your updated resume to develop it further and add your summer activities. Upload your resume on Experience http://fairfield.experience.com/er/security/login.jsp for summer internships. Practice interviewing techniques with Counselors and take advantage of Mock Interview opportunities with real employers. Attend workshops. Participate in the Career Fair so you can see what it is like, begin meeting employers and researching who you might want to work for. http://www.fairfield.edu/student/cpc_events.html.
Senior Year, English Department

☐ CAPSTONE COURSES. Use the Capstone Course in your English concentration to integrate what you have learned and reflect upon how you have grown at Fairfield and where your path will lead you next. The course also is usually a chance to also sharpen research skills, strengthen your Portfolio, and make fresh connections among courses and experiences.

☐ FINAL INTERNSHIP. http://www.fairfield.edu/cas/eng_internships.html Use your final internship(s) to try out careers, sharpen your resume and cover letter, develop a portfolio, make contacts, and take classroom skills and apply to real world.

☐ LINE UP REFERENCES. Finalize 3+ professors FROM English and elsewhere who might serve as professional references for you. Discuss your future plans with them and ask for guidance.

☐ GRAD SCHOOL? Talk to a favorite professor about possible graduate school work in English. Talk to favorite professors about possible research projects you might do with them.

☐ PORTFOLIO. As Graduation Day nears and your job hunt picks up, what materials can you put in a portfolio to market yourself and help show your experience? Create a blog or e-portfolio to both present the work (newspaper stories, poetry, well crafted essays, videos) and to offer reflections on them.
Senior Year, University wide

- **FOUR-YEAR PLAN.** Look at Fairfield’s four-year developmental model for opportunities that you can tie into your career plan. Your final year will be a year of discernment, where you will complete a capstone project that integrates what you have learned and will afford you the chance to reflect upon how you have grown at Fairfield and where your path will lead you next.

- **RESEARCH.** Look for opportunities to publicly present your research at academic conferences or on-campus poster sessions.

- **ROLE MODELS?** Look for lectures on campus when professionals in your field come to speak and often meet students. Start with the Open Visions Forum. [http://www.fairfield.edu/arts/qc_forum.html](http://www.fairfield.edu/arts/qc_forum.html)

- **TECHNICAL SKILLS.** Attend workshops (sponsored by RCADE) [http://fairfield.edu/mc/mc_rcade.html](http://fairfield.edu/mc/mc_rcade.html) to strengthen technical and computer skills. How can you use courses to gain additional skills needed for your dream job?

- **NON-PROFIT SECTOR.** Look for a relevant job on campus to gain work experience. Consider volunteer opportunities [http://www.fairfield.edu/student/cm_involve.html](http://www.fairfield.edu/student/cm_involve.html), often tied to your academic interest, to give your experience and provide information on potential careers, especially with non-profit organizations.

- **SERVICE LEARNING.** Look at potential Service Learning courses [http://www.fairfield.edu/osl/osl_students.html](http://www.fairfield.edu/osl/osl_students.html) that will give you a chance to interact with the off-campus community.

- **LIBRARY HELP.** The DiMenna-Nyselius Library has a large array of resources to help you to discover, begin and manage your career: [http://librarybestbets.fairfield.edu/career](http://librarybestbets.fairfield.edu/career). If you would like assistance in using any of these resources, please contact a librarian. [http://www.fairfield.edu/askalibrarian](http://www.fairfield.edu/askalibrarian)

- **LEARN WHILE DOING.** Look for learning opportunities where you also gain useful experience. They might include internships, Service Learning courses, volunteer positions, and campus leadership roles. Become a leader of a campus organization or club and gain management experience.

- **FINAL WORK WITH CAREER PLANNING.** [http://www.fairfield.edu/student/cpc_about.html](http://www.fairfield.edu/student/cpc_about.html) Fine-tune your resume by adding summer jobs and senior classes. Hone your interviewing techniques. Read the Experience calendar daily. Network with alumni through the Fairfield Alumni Network (FAN). Attend the fall and spring Career Fairs. Update your resume on Experience. Apply for specific jobs by uploading your resume to that job description. Participate in real interviews. Look at the employment information and online job board [http://eidos.fairfield.edu/Jobs/search.cfm](http://eidos.fairfield.edu/Jobs/search.cfm)

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