Second-Year Career Checklist: Developing Foundations  
CEAT Career Services: EN 110  
Hours: M-F 8:00-5:00  405-744-3858  
ceatcs@okstate.edu  
https://ceat.okstate.edu/studentservices/career-services/index.html

**Academic**
- If still undecided, read Catalog: Check upper-level courses that interest you [http://registrar.okstate.edu/](http://registrar.okstate.edu/)
- Narrow choice of majors; List majors that interest you
  1. ____________________  2. ____________________
  Explore ____________________
- Cultivate mentoring relationship with at least one faculty member in your major
- Examine Study Abroad programs [studyabroad.okstate.edu](http://studyabroad.okstate.edu). Visit the Study Abroad office 242 Student Union.
- Visit the Hire System for internship opportunities [www.hireosugrads.com](http://www.hireosugrads.com)
- Talk with others in your major
- Apply for professional school

**Activities/Leadership**
- Assume more active roles in clubs or organizations to which you belong
- Join a professional organization (national/international) OUTSIDE of the University that is related to your major (ex. AIChE, IIE, SAE, etc.)
- Commit to Community Service, such as Big Brothers/Sisters, Habitat for Humanity, etc.

**Career Development Foundations**
- Be intentional with Work-Study, summer jobs, and winter breaks to strengthen skills
- Take your resume to CEAT Career Services to be reviewed in 110 ENG NORTH
- Participate in two Mock Interviews
- Shop for a suit
- Attend CEAT Career Fair
- Talk with professionals in your degree
- Look for summer internships
- Become familiar with work settings and job descriptions