

BUSINESS & ECONOMICS MAJORS | Suggested Timeline

FALL

INTERTERM

SPRING

SUMMER

FRESHMEN - Explore

ACCESS your ASBE Connect account:
<https://argyros-chapman-csm.symplicity.com/students/>
ATTEND 1 ASBE event
ATTEND OCPP Internship Workshop

CREATE list of 12 networking/
business contacts
RESEARCH industries/job titles
of interest

ATTEND both an ASBE and OCPP event
MEET with career planning office (or Summer)

GAIN work experience through:
Part-time job, volunteering, or
internship

SOPHOMORES - Examine

UPDATE ASBE Connect account
ATTEND [Meet the Firms](#)
SCHEDULE a [Resume Review](#)
ATTEND 1 ASBE event
JOIN on-campus club, student organization or
local professional organization

CREATE resume and cover
letter drafts for OCPP critique

ATTEND 1 ASBE event
USE social media as a job source
PRACTICE interviewing skills
CONTACT 6 – 10 employers about internships
SUBMIT resume and cover letters for critique

OBTAIN a part-time job,
internship, or project-based
assignment

JUNIORS - Evaluate

UPDATE ASBE/Panther Connect account
PARTICIPATE in “How I Spent My Summer”
COMPLETE Career Marketing Plan
TAKE Career Leader Assessment Test
ATTEND 1 ASBE event

IDENTIFY internship
opportunities
PRACTICE interviewing skills
SET-UP 2 - 4 informational
interviews

Discuss targeted companies/jobs with OCPP
ATTEND 1 ASBE event
CONTINUE resume and cover letter review
ATTEND 1 OCPP workshop

START second internship, part-
time job, or return to previous
company
PRACTICE networking skills

SENIORS - Excel

UPDATE ASBE/Panther Connect account
PARTICIPATE in “How I Spent My Summer”
ATTEND 1 ASBE event
SCHEDULE final resume & cover letter critique
ATTEND 1 oCPP workshop
REVIEW Career Marketing Plan & Career Leader
Assessment

SET-UP 6 - 8 informational/job
interviews

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WORK on career campaign issues/successes
ATTEND 1 ASBE event
ATTEND 1 OCPP workshop
NOTIFY oCPP regarding employment status

NOTIFY oCPP regarding
employment status in
September by email or phone