

12-18 Months Prior to Graduating

- Review remaining degree requirements in DegreeWorks and update plan of study
 - Contact your advisor if you see any errors
- Meet with your advisor to determine when you will be able to take your internship or practicum and make a graduation plan
- Confirm all of your grades (including Incompletes) are accurate and you meet the minimum 2.5 GPA requirement
- Research careers within your field
- Job shadow and/or seek volunteer opportunities
- Research potential internship and practicum sites
- Join professional associations (e.g. ACSM, NATA, SHAPE America, APHA, NRPA)
- Attend Fall and Spring Career and Internship Fairs
 - Check the [Academic and Career Development Center \(ACDC\) Events](#) page often for dates
- Explore graduate school options including admission requirements, if applicable.
 - Find out if the programs you are interested in have an entrance exam (e.g. GRE, GMAT, MCAT, etc.) or centralized application services (PTCAS, SOPHAS, AMCAS, etc.)
- Begin gathering a list of references from faculty and employers who can attest to your knowledge and skills


6-12 Months Prior to Graduating

- Continue to review DegreeWorks to ensure degree requirements are being met
- Meet with [Academic and Career Development Center \(ACDC\)](#)
 - Prepare resume and cover letter and have it reviewed by ACDC
 - Set up mock interview
 - Check the [ACDC Events](#) again for internship and career fairs
- Continue to research career fields and opportunities if you are undecided
- Narrow down internship interests to top (three to five) sites
- Apply to graduate school, if applicable
- Attend an internship session (Spring internships - September; Summer or Fall Internships – February)

3-6 Months Prior to Graduating

- After registering for final courses check that DegreeWorks is 98% satisfied
 - If you have questions, contact your advisor.
- Select your top 3 businesses/agencies to potentially do your internship or practicum with
 - Set up a meeting with the H&K internship coordinator if you do not have 3 options
- Complete online Internship/Practicum Application found on the [internship webpage](#)
 - **Application Deadlines:**
 - Spring Internships: October 15th
 - Summer Internship: February 15th
 - Fall Internships: April 15th

3 Months Prior to Graduating

- After registering for final courses check that DegreeWorks is still 98% satisfied
 - Look for no “red”  on your page
- Resolve and holds on your account (parking, past due financial obligations, library, etc.)
- Make sure all incomplete grades are submitted and resolved
- Double check that all transfer credit has been sent and posted
- Submit Graduation Application in MavLINK under ‘Hot Links’
- Visit the [UNO Commencement Website](#) to order your cap and gown and to view the schedule for commencement day
 - Check the website often for updates