Graduation & Career Preparation Checklist

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