# Investigate: 4-Year Career Action Plan

## 1. Research Career & Industry

### Learn About Industries
- Vault Career Insider Guides provide company profiles, industry reviews, profession descriptions, salary reports and more.

Complete an externship to learn more about the industry and build your network.

### Analyze Job Descriptions
- O*NET OnLine provides condensed job descriptions, including tasks and activities, skills and interests, and other pertinent information.

Additional useful websites include: Glassdoor, Indeed and LinkedIn.

### Conduct Informational Interviews
- Learn more about roles and industries from professionals in the field.

Read the Informational Interviews Guide on the CCD website and join the OWL Career Mentor Network (LinkedIn).

### Find Opportunities
- Search RICElk and iNet for opportunities. Externships are great ways to expose yourself to companies that may interest you.

Utilize your network to discover opportunities on the “hidden job market.”

## 2. Explore Academic Resources

### Enroll in UNIV 212
- Explore interests and career options if you are not sure what to pursue after graduation.

### Consider Graduate School Options
- If your career path requires a graduate degree, visit the Office of Academic Advising.

### Discover the Gateway Program
- The Gateway Program provides social science students with opportunities to put what they learn in the classroom to work in real life.

### Use Class Projects to Your Advantage
- Choose topics relevant to career goals to expand your resume and academic accomplishments.

## 3. Expand Your Experiences

### Develop Leadership Skills
- Take on an active role in a student organization.

### Participate in an Externship
- Explore industries and employers through these job shadowing experiences.

### Apply to Be a Peer Career Advisor
- Serve as an ambassador for the CCD, and get training in professional communication skills.

## 4. Participate in Events

### Workshops
- Improve skills in resume writing, interviewing and networking.

### Undergraduate Research Fair
- Find academic opportunities beyond the classroom.

### Career & Internship Expos
- Network with recruiters and learn about industries.

## 5. Stay Connected with CCD

### Stay Updated
- @RiceCCD

### Interact with Alumni
- Join the OWL Career Mentor Network

### Read & Watch
- OccupiedWithLife.blogs.rice.edu • TheCCDRice

### Website & Events Calendar
- ccd.rice.edu • ccd.rice.edu/calendar

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## Undeclared? Questioning Your Major?

- A major must be declared by the end of this year.

- Make an appointment with one of our counselors to explore majors fitting your interests, skills, values and personality.

- Evaluate the classes you have taken and determine the ones that most interest you.

- Talk to faculty and students in your major(s) of interest to learn more about that major.

- Not sure what you’re interested in? Make an appointment to take the Strong Interest Inventory.

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**TO DO THIS YEAR:**

- Meet w/career counselor
- Research 2-3 careers in depth
- Conduct informational interviews (via the OWL Career Mentor Network)
- Shadow a professional
- Take on a role in a student organization
- Complete an Externship (or two)!