



CORE COMPONENT

Complete all of the following items.

*Complete TypeFocus and meet with a Career Coach about the results.

Have a résumé and cover letter reviewed.

• Upload the documents to Cardinal Career Link.

Complete a Career Center practice interview.

Attend a Career Center etiquette dinner.

_____ Complete your LinkedIn account (100%).

_____ Complete the post-assessment after all other requirements have been met.

Meet with a Career Coach about one of

two topics.
• *Job- and internship-search*

• Online image for employment

_____ Attend two career fairs.

Date Complete

Date Complete

Date Complete

Date Complete

Date Complete

EXPERIENTIAL EDUCATION COMPONENT

Complete two or more of the following options.

Date Complete	Internship
Date Complete	Externship (two- to three-day job shadow)
Date Complete	Attendance at a professional conference
Date Complete	Employment for six months or more
Date Complete	Study abroad program
Date Complete	Immersive learning program

 e.g., Building Better Communities Fellow, Virginia Ball Center

LEADERSHIP COMPONENT

Complete one or more of the following options.

Date Complete	of your choice.
Date Complete	Lead a Career Coach-approved team to the successful completion of a project.

*Complete Phases One and Two of the "Excellence in Leadership" program.

SERVICE LEARNING/ VOLUNTEER COMPONENT

Complete one or more of the following options.

Complete 20 hours of direct service to the community at a non-profit organization through Student Voluntary Services.

Complete 20 hours of service learning

through a Ball State course, reporting the hours to Student Voluntary Services.

*Complete Phases One and Two of the "Excellence in Leadership" program.

TWO UNIQUE SELLING POINTS

Complete the following requirement.

Demonstrate a 30-second elevator pitch to a Career Coach that showcases two unique selling points about yourself.

ELECTIVES

Attend either four general workshops, or complete the entire Intern-Ready program.

General workshops

Date Complete

"Financial Security: Understanding Your Fiscal Future"

Tate Complete "I Have a Job... Now What?"

"Is Graduate School in Your Future?

Making the Right Decision"

To Post or Not to Post: How Social Media
Impacts the Job Search"

Intern-Ready program

Attend "From Backpacks to Briefcases: Understanding the World of Work."

 $_{\overline{\text{Date Complete}}}$ Attend "Interviewing for Internships."

 $$\underline{\mbox{\footnote{Attend}}}$$ Attend "Internships: An Insider's Guide."

Attend "Using Your Creativity: Workplace Problem-Solving."

*Complete all the TypeFocus surveys, and meet with a Career Coach.

*Qualifies for multiple components