Dream It!

Explore It!

Do It!

Career Center
Lucina 235
www.bsu.edu/careers
Introduction

If you have no idea what career to pursue, or even if you do, now is the perfect time to figure that out or confirm your choice. This workbook, *Dream It! Explore It! Do It!*, will help you get started on the decision-making process.

**General Instructions for Completing the Workbook**

This PDF workbook is designed for you to type your answers directly into and save it to your computer or flash drive. When you open the workbook click Tools and select Typewriter. Place your cursor in the space where you need to type your answer. Save the workbook to your computer or flash drive. You can come back to complete the workbook at your convenience.

There is an exercise at the beginning to help you assess how much you already know about your dream career. After completing the workbook, take the quiz again to see how much you learned. Perhaps along the way you will discover new interests that will lead to a new dream career.

Take your time to complete the workbook. Do a little at a time if you like. Choosing a major and career is an important decision. You may need to take more time researching majors and careers in programs like TypeFocus, and SIGI 3. Spend as much or as little time as you need in each section. You can drop by the Career Center lab for advising or contact the Career Center for an appointment to discuss the results of these assessments.

The workbook has five sections:

- In Self-Assessment, you will take several assessments to identify your interests, personality type, and skills.
- In Explore Majors, you will use your assessment results to identify majors of possible interest.
- In Explore Careers, you will research careers that fit your interests, personality type, and skills.
- You will also take a quiz, Find Your Spot.com, to discover where you would be happy living and working, and then you will research salaries in those geographic areas for careers that interest you.
- In the sections Refine Your Choices and Prepare for Your Career, helpful hints will assist you in narrowing down your choices as well as building job-search skills and developing skills employers want.
- Additional online resources are provided throughout the workbook.

If you have questions about the workbook call 765-285-1522 or e-mail careercenter@bsu.edu. For more assistance visit the Career Center in Lucina 220 M-F from 8 to 5. Assistance is also available during drop-in advising hours M-W from 1 to 3 and Th-F from 10 to noon. You can also schedule an appointment with your career advisor through Cardinal Career Link at http://www.bsu.edu/careers/careerlink or by calling 765-285-1522.

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BSU students and career assistants Casey and Jessica helped develop and design this workbook.
Making a Career Decision

It is important to understand the process of making career decisions. It takes time, effort, and energy. You need to identify the decision that has to be made; that is, do you choose the major first or the career first? Then you have to gather information and consider your options to make decisions about what steps to take to get the results you want.

The Six Steps to Making a Decision

<table>
<thead>
<tr>
<th>Step 1: Identify the Decision You Have to Make</th>
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<tr>
<td>Obvious as it seems, the first step in the career decision-making process is determining what it is you need to decide. For most, the decision will be what major to choose OR what career to pursue within a particular field or major. After you identify the decision you need to make, it is time to move to the next step in the decision-making process. Faculty members and career and academic advisors can support Steps 1 through 3.</td>
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<th>Step 2: Gather Information</th>
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<td>The second step in the career decision-making process is to gather information about yourself including your personality, interests, and skills as well as information about various majors and careers. There are many majors and career fields. Choosing which ones to research is a decision in itself. Obviously you can’t thoroughly research all majors and careers. You must decide which ones to explore in depth.</td>
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<tr>
<th>Step 3: Consider Your Options</th>
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<tr>
<td>This is the time for you to compare and contrast the information you have gathered in your exploration of majors and careers with what you have learned about yourself, your interests, personality, and skills. When you do this, you should see some obvious matches.</td>
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<th>Step 4: Make Your Decision</th>
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<td>Your goal is to make the best choice based on all of the information you have gathered. Don’t get discouraged. A clear, uncontested choice is often rare. Consider the pros and cons of each choice. Put them in priority order and look for the best possible match. Knowledge + Experience + You = KEY. The key to your success is that you make a good decision and take action to follow through.</td>
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<th>Step 5: Take Action</th>
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<td>Taking action may mean seeking additional information and advice, declaring a major, or changing your current major.</td>
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<th>Step 6: Evaluate</th>
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<td>It is important for you to evaluate your decision and any action you have taken for two reasons:</td>
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<tr>
<td>• To learn new information about your major or career choice. You might discover something about it that will change your decision.</td>
</tr>
<tr>
<td>• To review each step you have taken to determine if you are doing what you set out to do and if the action you have taken has headed you in the direction you want to go.</td>
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Dream It! Explore It! Do It!

How much do you know about your dream career? It is important to know if it is attainable; is suitable for your personality, skills, and interests; will be sufficient for your future financial needs; and most important will make you happy. Answer the following questions to find out how much you already know about your dream career. After completing *Dream It! Explore It! Do It!*, you can take this quiz again to find out how much you learned.

1. What is your dream career? _______________________

2. What skills are necessary to excel in your dream career? Select all that apply.
   - A. Communication skills
   - B. Teaching/counseling skills
   - C. Leadership skills
   - D. Time management skills
   - E. Working in a team
   - F. Computer/technology skills
   - G. Managerial skills
   - H. Learning skills
   - I. Critical thinking skills
   - J. Working in diverse environments
   - K. Adapting to change
   - L. Working with your hands or tools

3. What major will prepare you for your dream career? _______________________________

4. How much education do you need to pursue your dream career?
   - _____ Associate’s Degree
   - _____ Bachelor’s Degree
   - _____ Master’s Degree
   - _____ Doctoral Degree

5. What is the outlook for your dream career? Will there be a need for more or fewer people in this career when you graduate?
   - _____ More people will be needed in this career.
   - _____ Fewer people will be needed in this career.
   - _____ About the same number of people will be needed in this career.
   - _____ I don’t know the outlook for my dream career.

6. Do you know an average starting salary for someone entering your dream career?
   - Yes. $______________________
   - No, I don’t know, but I would like to make at least $________________ a year.

7. Do you know where you need to live to pursue your dream career?
   - _____ I need to live in a big city.
   - _____ I need to live in a smaller city.
   - _____ I need to live in a rural area.
   - _____ I could live just about anywhere.
   - _____ I need to live in a specific area of the country or world.
   - _____ I need to live where there are certain facilities (such as hospitals, universities, museums, theaters, etc.).
   - _____ I have no idea where I need to live.
Self-Assessment: Understanding Your Interests, Personality, and Skills

Career self-assessment is the process of understanding yourself in the context of workplace satisfaction. By taking the time to explore your interests, personality traits, and skills you can choose compatible career options. This section is the first step in your career decision-making process. You will take several self-assessments and use the results later to explore possible majors and careers that connect your interests, personality, and skills.

Identify Your Interests

Take SIGI 3.
SIGI 3 is an extensive assessment tool. You will use several aspects of SIGI 3 in later sections of this workbook. SIGI 3 saves your results, and you can return anytime to review them. SIGI 3 offers the options of taking both long and short versions of the assessment. The short version is called FastStart and takes about five minutes to complete. To get started go to http://www.bsu.edu/careers/links. Scroll down and click the heading Career Assessment. Click SIGI 3. If you are new to SIGI 3 you will need to create an account. To take the long version of SIGI 3, click Use an Assessment Tool. Click FastStart to take the short survey.

After completing the survey return to the SIGI 3 main menu. On the right side of the screen click Interests. To get more accurate results, click Pairs and answer the 28 questions. List your four highest interests.
1. ______________________________________ 2. __________________________________
3. ______________________________________ 4. __________________________________

Learn about Your Personality

Take TypeFocus.
TypeFocus is a personality assessment. Go to http://www.bsu.edu/careercenter/secure/typefocus/. Use your BSU ID to login. Read the instructions on the screen. You are provided with a site password for TypeFocus. If new to TypeFocus, you will need to register and create a password. Allow about 30 minutes for the assessment process.

TypeFocus is based on four basic aspects of human personality, forming sixteen possible personality types. What is your four-letter personality type? __________________

List the four words associated with your personality type.
1. ___________________ 2. ___________________ 3. ___________________ 4. _________________

On the TypeFocus home page, click Self Awareness. What are four strengths of your personality type?

Four personality strengths are
1. ________________________________________________________________________________
2. ________________________________________________________________________________
3. ________________________________________________________________________________
4. ________________________________________________________________________________

SIGI 3 Personality Traits
Return to SIGI 3. Go to http://www.bsu.edu/careers/links. Scroll down and click the heading Career Assessment. Click SIGI 3 and login using the password and username you created. Go to the SIGI 3 home page and click Personality on the right side of the screen. To get more accurate results, click Pairs and answer the 30 questions. List your top three personality categories. Most like you: _________________________________________________________________
2nd most like you: ______________________________________________________________________
3rd most like you: ______________________________________________________________________


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<th>Category</th>
<th>Descriptors</th>
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**Identify Your Skills**

All jobs require skills. Part of self-assessment involves thinking about the skills that you feel you are good at and enjoy.

Return to SIGI 3. Go to [http://www.bsu.edu/careers/links](http://www.bsu.edu/careers/links). Scroll down and click the heading Career Assessment. Click SIGI 3 and login using the password and username you created. Go to the SIGI 3 home page and click Skills on the right side of the screen. List your skills for each category below.

- Working with People: __________________________________________________________________
- Working with Hands or Equipment: __________________________________________________________________
- Communicating: _______________________________________________________________________
- Organizing Information: _______________________________________________________________________
- Working with Math: ________________________________________________________________________
- Special Activities: _________________________________________________________________________

You can assess your skills further with O*NET Online. Go to [http://www.onetonline.org/](http://www.onetonline.org/). Click Advanced Search. Click Go to Skills Search. Complete the skills assessment and click Go.

Copy and paste the skills you identified from the O*NET website below.

**Additional Interactive Websites**

- Career Interests Game: [http://career.missouri.edu/students/majors-careers/skills-interests/career-interest-game/](http://career.missouri.edu/students/majors-careers/skills-interests/career-interest-game/)
- Insight Game: [http://insightgame.org/game.php](http://insightgame.org/game.php)
- CareerInfoNet Skills Profiler: [http://www.careerinfonet.org/skills/default.aspx](http://www.careerinfonet.org/skills/default.aspx)
- Get Ready for College Interest Assessment: [http://www.getreadyforcollege.org/sPagesGR/interestAssessment.cfm](http://www.getreadyforcollege.org/sPagesGR/interestAssessment.cfm)

**For More Information on Assessment**

- Schedule an appointment with a career advisor through Cardinal Career Link at [http://www.bsu.edu/careers/careerlink](http://www.bsu.edu/careers/careerlink).
- Visit the Career Center in Lucina 220.
- Try some of the other assessment links under the heading Career Assessment at [http://www.bsu.edu/careers/links](http://www.bsu.edu/careers/links).
- Schedule an appointment to take Counseling Center career tests or meet with a career counselor by calling 765-285-1736.
- 16-Personality-Types.com: [http://www.16-personality-types.com/myers_briggs_personality_types.htm](http://www.16-personality-types.com/myers_briggs_personality_types.htm)
  (Use with TypeFocus)
Explore Majors that Match Your Interests, Personality, and Skills.

Return to SIGI 3. Go to [http://www.bsu.edu/careers/links](http://www.bsu.edu/careers/links). Scroll down and click the heading Career Assessment. Click SIGI 3 and login using the password and username you created. Go to the SIGI 3 home page and click Interests in the column on the right side of the screen. To refine your interests further, click Pairs and complete the exercise. After completing the Pairs exercise, find your two highest interest areas. Click the bar for each interest to see related majors. List two majors for each of your top two interests. Select majors that are different from the major you selected above in Quest.

<table>
<thead>
<tr>
<th>Interest</th>
<th>Major</th>
<th>Major</th>
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<tbody>
<tr>
<td>1.</td>
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<tr>
<td>2.</td>
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To see occupations associated with a major, click the letter “O” next it. Choose two majors you listed above and list three occupations that major prepares you for.

<table>
<thead>
<tr>
<th>Major</th>
<th>Occupation 1</th>
<th>Occupation 2</th>
<th>Occupation 3</th>
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Click on the SIGI 3 main menu. On the right side of the screen under Occupational Info, click By Major. Click a category of interest under View Majors Related to. List three majors of interest from the category you choose.

1. ____________________ 2. ____________________ 3. ____________________

Return to the main menu in SIGI 3. On the right side of the screen under Occupational Info, click By Personality Types. Six personality types appear. Your top three personality traits are indicated. List your top personality type.

Now find out what Ball State majors fit your top personality type. Go to [http://www.bsu.edu/careers/publications](http://www.bsu.edu/careers/publications). Scroll down to Career Tip Sheets. Click on Ball State Majors Classified by Dominant Occupational Theme. List three Ball State majors for your top personality type.

1. ____________________ 2. ____________________ 3. ____________________

Return to the SIGI 3 menu. Click See What I Can Do With My Major. Select a major. You can click Change if you want to change the major you selected. Click Occupations to see a list of occupations for the major you selected. Select an occupation that appeals to you. List that occupation here. _______________________________________________________________
Additional Interactive Websites about Majors
- CB Salary Entry Level Jobs by Major: http://www.cbsalary.com/cbsalary/entry-level-jobs/

For More Information on Majors
- Schedule an appointment with a career advisor through Cardinal Career Link at http://www.bsu.edu/careers/careerlink.
- Visit the Career Center in Lucina 220.
- Try some of the links under the heading College Majors and Careers at http://www.bsu.edu/careers/links.
- Visit the websites for Ball State departments with majors of interest.

BSU alumni and former career assistants Ryan and Carleton are now attending graduate school and working full-time.
Explore Careers for Your Personality, Interests, Skills, and Majors

Return to TypeFocus. Go to http://www.bsu.edu/careercenter/secure/typefocus/. Use your BSU ID to login. Read the instructions on the screen. You are provided with a site password for TypeFocus. You will also need the password you created in TypeFocus in the first section of this workbook. In TypeFocus, click Self Awareness. Under Careers That Fit Your Strengths, click For USA Information. Check all of the careers that interest you to save for your TypeFocus report. Click on a selected career that interests you. List at least one fact about the career you selected in the Significant Points section.

Career ________________________________
Significant Point _______________________________________________________________________
_____________________________________________________________________________________

Return to SIGI 3. Go to http://www.bsu.edu/careers/links. Scroll down and click the heading Career Assessment. Click SIGI 3 and login using the password and username you created. Go to the SIGI 3 home page and click See What I Can Do With My Major. The major you selected in the previous section is listed. You can click Change if you want to change the major you selected. Click Occupations to see a list of occupations for the major you selected. Select an occupation for that major that appeals to you. List that occupation here. ____________________________________

Answer the following questions.
What are the total number of openings for this occupation? Click Employment Outlook to find the answer. ____________________________________

What is the turnover for this position? Click Employment Outlook to find the answer. ____________________________________

What is the job security for this position? Click Job Security to find the answer. ____________________________________

What are the advancement prospects for this occupation? Click Advancement to find the answer. ____________________________________

In what industries or companies would you find this occupation? Click Where Employed to find the answer. ____________________________________

SIGI 3 also has one- to two-minute videos about occupations. Go back to the main menu and click See What I Can Do With my Major. Under the major you selected previously, click Videos to see videos of occupations for that major. Click on an occupation to watch the video. List an interesting fact you learned about the occupation from the video. ____________________________________

When choosing a major and career it is important to think about where you want to live and work. Some careers have more opportunities in specific geographic or metropolitan areas. For example, if you want to be an oceanographer, it might be best to live along the coast. Or if you want to work in a large museum, you would probably need to live in a large city. It is also important to your overall happiness to live somewhere suited to your preferences and personal needs. If you need to explore where you would be happy living and working, go to http://www.findyourspot.com and take the quiz to find your 24 top spots to live and work in the United States. Then think about the majors and careers you are considering and see if they would fit any of those locations. If you take the quiz, list four of your top spots below. ____________________________________

______________________________________  ___________ ___________________________
______________________________________  ___________ ___________________________
Now that you have thought about possible majors, careers, and places to live, it is time to check out salaries for careers of interest in specific cities. Go to the government’s Online Wage Library at http://www.flcdatacenter.com/. Click on FLC Wage Search Wizard. Select a state. Click Continue. Select the county your city of interest is in from the drop-down box. Type the name of a career of interest in the keyword search box. Click search. There may be several careers in your search results. Choose the one closest to your career and click View Wages. The Online Wage Library provides four levels of wages listing both hourly and yearly salaries for that specific geographic area. List the name of the occupation and the annual salary for both levels one and four.

Occupation: ___________________________________  
Level one annual salary: ____________________  Level four annual salary: ____________________

Use Career Explorer to Research Outlook for Careers

This exercise will help you learn about Career Explorer in Cardinal Career Link and is designed to help you look for careers with faster-than-average growth in an industry of your choice.

- Go to Cardinal Career Link at http://www.bsu.edu/careers/careerlink.
- Click For Current Students.
- Enter your Ball State username and password to login to Cardinal Career Link.
- Complete your profile.
- Click the Resources tab at the top of the screen.
- Click Career Explorer.
- Click More Options. The More Options button is located under the keyword search box.
- Select a industry from the drop-down box. Base your selection on your assessment results.
- Under Projected Growth select the checkboxes Much Faster than Average and Faster than Average.
- Click Apply Search.
- Find a career of interest from the search results. What is the career?______________________

Fill in the blanks for the following statements.

- Growth projected is ________________________________.
- New job opportunities are ________________________________.
- Average wage is _____________ per hour.
- Average salary is _________________ per year.

Scroll down to Skills. List the skills required for the career.

_____________________________________________________________________________________

_____________________________________________________________________________________

Scroll down to personality. List the personality traits required for the career

_____________________________________________________________________________________

_____________________________________________________________________________________

__________
Additional Interactive Websites about Occupations
- O*NET OnLine: http://www.onetonline.org/
- Career One Stop (America's Career InfoNet): http://www.careeronestop.org/
- Vault Career Insider: http://www.bsu.edu/careercenter/secure/careerlibrary/

For More Information on Occupations
- Schedule an appointment with a career advisor through Cardinal Career Link at http://www.bsu.edu/careers/careerlink.
- Visit the Career Center in Lucina 220 for print resources about occupations.
- Explore some of the links under the heading Career Exploration at http://www.bsu.edu/careers/links.
Refine Your Choices

Now that you have completed several career assessment programs and identified majors and careers of interest, it is time to refine your choices. Listed below are some steps you can take.

Meet with your academic advisor.
Talk about your career interests and learn about courses that match them. Be sure to review the Ball State Undergraduate Catalog, which describes all of the degree programs.

Visit University College in North Quad 300.
Gather information on majors and careers, take advantage of programs like Senior V.I.P. (Very Informed Person), or schedule an advising appointment with the major/minor coordinator.

Discuss majors with an undergraduate program coordinator.
Contact professors or faculty advisors from programs that interest you for additional information or insight.

Take advantage of your core curriculum classes.
Broaden your experience by exploring a variety of subjects through introductory courses and research.

Further identify your skills and strengths.
Ask friends, family, advisors, professors, and employers who are familiar with your unique skills and characteristics to help you identify your strengths.

Visit the Counseling Center.
Take advantage of the full array of career testing and assessment services to explore your career interests. The Counseling Center is in Lucina Hall 320.

Meet with a Career Center advisor.
Your career advisor can teach you how to research careers and develop strategies for further exploration. Drop-in advising times are M-W from 1 to 3 P.M., and T-F from 10 to noon.

Conduct informational interviews.
Arrange brief (twenty- to thirty-minute) informational meetings with professionals who work in career fields of interest to you. For information about how to conduct an informational interview see page 11 of the Career Center booklet Internships and Career Planning on the publications page of our website at http://www.bsu.edu/careers/publications.

Gather information from professional associations.
Visit the Career Center, LU 220, for assistance in locating national professional and trade associations that relate to your interests.
Visit the Career Center’s website.
Go to http://www.bsu.edu/careers and explore the sections titled Career Exploration and Internships and Career Lab and Resources.

Attend the Career Center’s job fairs.
Fall Career Fair, Cardinal Job Fair, and Teacher Fair are great opportunities to get career information directly from employers.

Consider a part-time job.
Part-time jobs enable you to develop transferable skills and help you make decisions about your career path. On-campus jobs also help you connect to the university and meet other students outside of your major and residence hall. Go to http://www.bsu.edu/careers, click on Student Employment and follow the instructions to look for part-time, on-campus jobs.
Complete and Compare
Dream It! Explore It! Do It!

Take this quiz again to find out how much you learned about your dream career. Perhaps you even decided on a different career path after completing the workbook. If you did, respond to the questions related to the new career you chose.

1. What is your dream career? _______________________

2. What skills are necessary to excel in your dream career? Select all that apply.

   ____ A. Communication skills    ____ G. Managerial skills
   ____ B. Teaching/counseling skills  ____ H. Learning skills
   ____ C. Leadership skills       ____ I. Critical thinking skills
   ____ D. Time management skills   ____ J. Working in diverse environments
   ____ E. Working in a team       ____ K. Adapting to change
   ____ F. Computer/technology skills ____ L. Working with your hands or tools

3. What major will prepare you for your dream career? _______________________________

4. How much education do you need to pursue your dream career?

   ____ Associate’s Degree
   ____ Bachelor’s Degree
   ____ Master’s Degree
   ____ Doctoral Degree

5. What is the outlook for your dream career? Will there be a need for more or fewer people in this career when you graduate?

   _____ More people will be needed in this career.
   _____ Fewer people will be needed in this career.
   _____ About the same number of people will be needed in this career.
   _____ I don’t know the outlook for my dream career.

6. Do you know an average starting salary for someone entering your dream career?

   Yes. $____________________

   No, I don’t know, but I would like to make at least $_________________ a year.

7. Do you know where you need to live to pursue your dream career?

   _____ I need to live in a big city.
   _____ I need to live in a smaller city.
   _____ I need to live in a rural area.
   _____ I could live just about anywhere.
   _____ I need to live in a specific area of the country or world.
   _____ I need to live where there are certain facilities (such as hospitals, universities, museums, theaters, etc.).
   _____ I have no idea where I need to live.
After the KEY Careers Program

Now that you have selected a major and possible career path it’s time to focus on building job-search skills and developing skills employers want. The Career Center can help you get started on your résumé and professional employment portfolio, develop interviewing skills, and start building your professional network. Use the Career Center’s Career Management Action Plan, or Career MAP, to guide you through the career-planning process. Get the plan at http://www.bsu.edu/careers/cmap.

Develop Job-Search Skills and Key Competencies

Take advantage of academic internship programs.
Meet with the internship coordinator in your major.

Visit the Career Center, LU 220, to learn about job-search planning.
Available resources include books, CD-ROMS, the Internet, and a variety of free publications.

Use part-time student employment as a building block.
Begin keeping a record of your work experience, responsibilities, skills, and accomplishments for your résumé. These are the things you will use to market yourself for an internship.

Have a draft of your résumé and cover letter critiqued.
Attend drop-in advising to have a Career Center staff member critique your job-search documents. Use Résumé Builder in Cardinal Career Link to build your résumé and get an automatic critique by e-mail within one business day.

Attend one of the Career Center’s professional development programs.
Learn about everything from résumés to interviews to professional etiquette. Visit the Career Center’s online calendar of events for information on dates and times.

Schedule an individual career advising appointment.
Career Center staff can assist you if you have specific career-related questions or concerns.

Evaluate Your Online Image
Your online presence may be evaluated by employers before they review your résumé. You need to make sure your online image enhances your internship and job search. For more information go to http://www.bsu.edu/careers/publications. Scroll down to Career Tip Sheets and click the following.

- Evaluate Your Social Media Presence
- Online Networking
- Using LinkedIn
- Using Twitter and Facebook
Build a professional network.
Networking is a key job-search skill. Begin to build relationships with professors, supervisors, advisors, family, and friends. Create a LinkedIn account, complete your profile, and invite members to join your network. Join the Ball State Career Network, the Career Center’s LinkedIn group. Follow the Career Center on Twitter and Facebook.

Find a mentor.
Identify a professor, faculty advisor, alumnus, or employer with whom you can talk about academics and career issues.

Develop Leadership Skills and Pursue Opportunities for Professional Experience

Contact your academic department’s internship coordinator.
Learn how to obtain credit for internship experiences.

Find on-campus part-time and internship job vacancies on the Career Center’s website and other Career Center internship databases.
Get an on-campus student job related to your career choice. Go to http://www.bsu.edu/careers and click Student Employment to access on-campus job postings. Search for internships in Cardinal Career Link at http://www.bsu.edu/careers/careerlink. Use online internship databases provided by the Career Center including Internships.com, InternshipsUSA, and the Vault Career Insider. Go to http://www.bsu.edu/careers. Click Career Exploration and Internships, Internships and Other Experience, then Internship Databases and Information.

Complete Career MAP worksheet 6 to learn how to search for internships in the databases listed above. Go to http://www.bsu.edu/careers/publications, scroll down to Career Management Action Plan Resources, and click on Career MAP Worksheet 6.

Attend Fall Career Fair, Cardinal Job Fair, and academic and departmental job fairs.
Talk with employers about part-time and internship opportunities with their organizations.

Join professional and trade associations as a student member.
Contact your academic advisor to discuss appropriate organizations related to your career choice or major. Attend professional meetings (local or national) to begin establishing a professional network.

Take on a leadership role in a campus or academic organization or volunteer in the community.
Contact the Office of Student Life to learn about Student Voluntary Services, the Excellence in Leadership program, and other opportunities for extracurricular involvement.
Consider a study-abroad program to develop multicultural awareness.
Contact the Rinker Center for International Programs for more information.

Explore undergraduate research opportunities.
Contact professors in your major for more details.

Research potential internship employers and identify job vacancies.
Use library databases like Reference USA and Business Source Premier as well as other resources such as the Vault Career Insider to research employers available in the Career Center in LU 220.

Participate in on-campus interviews for internship opportunities.
Organizations visit the Career Center each year to conduct interviews for internships and full-time employment. Registration is through Cardinal Career Link, and interview sign-ups are early in the fall and spring semesters.
Wrapping It Up

Now that you have completed the KEY Careers workbook, you probably have identified more than one major and several careers that fit your personality type, interests, and skills. Where will you go from here? What actions will you take to finalize your decision about which major to pursue?

Summarize your workbook results below by listing one to two majors of interest. Identify one to two career possibilities for each major that interests you.

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<th>Major</th>
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Action Steps
Indicate below the action steps you will take to finalize your decision.

_____ I will speak to my academic advisor to discuss taking core curriculum classes that will help me further identify my interests and declare a major.
_____ I will conduct informational interviews for careers that interest me.
_____ I will visit the Career Center, Lucina 220, for more assistance in researching majors and careers.
_____ I will schedule an appointment with a Career Center advisor to discuss possible majors and careers. Call 765-285-1522 or schedule online at http://www.bsu.edu/careers/careerlink.
_____ I will schedule an appointment to take Counseling Center career tests or meet with a career counselor. Call 765-285-1736 to schedule an appointment.
_____ I will use Internet resources to explore majors and careers further. Go to http://www.bsu.edu/careers/links. Scroll down to the categories Career Assessment, Career Exploration, and College Majors and Careers.
_____ I will discuss majors of interest with professors in academic departments.
_____ I will prepare my résumé and cover letter for an internship search in a career of interest related to my chosen major.
_____ I will get an on-campus or off-campus part-time job to develop skills employers are seeking.
_____ I will attend a Career Center job fair to discuss careers with employers.
_____ I will volunteer for an organization related to a major or career of interest.
_____ I will research professional associations related to my interests.
_____ I will join professional social networking groups to gain more knowledge about careers and industries of interest and to develop contacts to help me in my career and job search.

What if I am still undecided?
If you are still undecided, don’t worry. It takes time, effort, and energy. Help is available. You can schedule an appointment with a career counselor in the Counseling Center in Lucina 320 or with a career advisor in the Career Center in Lucina 220. You can also visit the Career Center in Lucina 220 for assistance using career resources Monday through Friday from 8 a.m. to 5 p.m. (7:30 a.m. to 4 p.m. during the summer).

(Revised 4/2013)