Academic and Career Planning

Advising

Office of Academic Advising

101 Oregon Hall
advising.uoregon.edu

The University of Oregon offers undergraduate students a choice of more than 2,000 courses. Out of these courses individualized programs emerge, reflecting each student's special interests, goals, and aspirations. Translating these goals and interests into courses, majors, and minors requires careful planning. For this reason, students must seek the assistance of academic advisors and may not complete their first term's registration without discussing options with an advisor.

The importance of program planning cannot be overemphasized. A sound academic program indicates a growing intellectual maturity and sharpening of focus. A poorly planned program demonstrates the lack of clear direction.

The faculty advisor provides the student with an intellectual framework in which intelligent planning and decision-making can be completed, so students are strongly urged to consult advisors regularly. The university considers advising an extension of teaching and regards it as a primary responsibility of faculty members, who schedule time each term especially for advising.

Students who have declared majors are assigned to faculty advisors in their departments. The Office of Academic Advising coordinates advising for students who have not declared majors and for those interested in law professions. See also Academic Advising in the **Undergraduate Studies** section of this catalog.

General Principles in Program Planning

1. To earn a degree in four years (twelve terms), students should average 15 credits a term. In planning a term's studies, students should anticipate that each credit requires at least three hours a week for class meetings or homework
2. Each term's schedule should be planned to include the university bachelor's degree requirements and requirements for the major. Major requirements are listed in this catalog under the academic department headings. Students who have not selected a major should spend some time exploring possible majors
3. Students should read the course descriptions in this catalog and the notes in the class schedule to learn course pre- or corequisites
4. Many university major disciplines and courses require competence in mathematics. Mathematics should be started in the first year
5. A second language, whether required or elective, should also be started in the first year if possible. Students planning to study abroad on an international exchange program during the sophomore or junior year should achieve competence in a language early
6. Each student should prepare a four-year model program of courses and discuss the program with the assigned departmental faculty advisor
7. New students might want to explore some special curricular programs: Freshman Interest Groups, Transfer Seminars, Freshman Seminars, College Scholars, and Faculty Perspective Seminars. These programs should be investigated early in the first year
8. Sound planning is necessary to design a program that combines courses demanding extensive reading, daily exercises, laboratory work, and lengthy papers
9. Planning might also include the use of university resources for improving skills in reading, computation, note-taking, test-taking, and writing

Academic Majors, Minors, and Careers

University of Oregon undergraduate students must complete at least one academic major to graduate. A minor is another way to focus studies toward career and interest areas. Inquiries about minors should be directed to specific departments. Faculty advisors in the respective departments are the best sources of information about majors and minors.

Career Planning

Career Center

Hendricks Hall, Second Floor
career.uoregon.edu

Setting clear and achievable goals for the college years is very important. In addition to selecting a major before the end of the second year and participating in internships or volunteer work, it is also important to identify the skills and the knowledge you are interested in strengthening and creating a plan to achieve that goal.

Identifying a Career. Although the availability of employment is important in choosing majors and careers, it should not be the only consideration. Students should determine if their strengths are being used and developed in the major field they have chosen and if their interests lie in that field. Assistance in determining both strengths and interests is available to students from a variety of sources at the Career Center.

Explore and Prepare. Through individual advising appointments, group workshops, and classes, staff members of the Career Center facilitate the process of identifying potential career paths. Students can find information about careers with the following resources:

- **One-on-One Appointments.** Staff members help students determine the best steps to take in reaching specific career goals.
- **Career Development Classes.** The center offers 2-credit courses to assist students in career development, major selection, and preparation for internship and job searches. Seminar: [Topic] (CAS 407) (Career Decisions) covers self-assessment, career exploration, and decision-making; Seminar: [Topic] (CAS 407) (Prepare for Internship and Job Search) focuses on writing résumés and cover letters, networking, and interviewing. In both seminars, students create and implement an action plan tailored to their specific goals and career development. Class meeting dates and times are posted in the *UO Schedule of Classes.*
- **Group Sessions and Workshops.** The center hosts several sessions each term on a variety of career topics, including self-assessment (Myers-Briggs Type Indicator and Strong Interest Inventory) and job and internship strategies, such as résumé and cover-letter writing, interviewing skills, internship and full-time job searches, and finding part-time work while attending college, among others. Dates and times are posted on the Career Center website.

Roughly 80 percent of job offerings are never posted but are instead found through networking and internships. The Career Center offers opportunities to introduce students to employers and professionals and to help them gain job experience through a variety of ways.

- **Internship for Credit Program.** This program offers students academic credit for engaging in supervised, preprofessional, career-related learning experiences. Students gain professional experience, develop skills, explore career fields, and contribute to the goals of their internship site, all while earning credit. More information may be found on the center website.
- **Career Fairs and Events.** The center brings representatives from local, national, and international companies and organizations to career and internship fairs throughout the academic year. Attending career fairs, employer presentations, and industry panels can clarify for students specifics about potential careers and employer expectations. In addition, the center hosts a multitude of events throughout the year designed to enhance student career development as well as the opportunity for students to interact with employers. Topics, dates, and times are posted on the center website.
- **The Professional Network.** Located in Duck Connect, the university's online job and internships database, the Professional Network is a group of professionals and parents who are committed to helping UO students throughout their career development.
- **Duck Connect.** Each year, thousands of jobs—part-time, full-time, on-campus work-study, summer, international, and internship opportunities—are posted in Duck Connect (https://career.uoregon.edu/duckconnect). In addition, the system houses several job search resources you can access anytime.
- **On-Campus Recruitment.** Hundreds of organizations conduct on-campus interviews with UO students for the purpose of hiring for their career positions, internships, or summer jobs. Many of these organizations also volunteer their time to provide practice interview experience to students who wish to gain practical and professional career-development skills.
- **Career Center Partner Program.** This program helps to introduce students to the employers who are committed to hiring UO students. These employers offer a variety of opportunities, ranging from part-time jobs to internships and career positions.
- **Alumni Career Services.** The center offers services to meet the needs of alumni seeking assistance in building their careers. Alumni are welcome to continue using the center's free services in Eugene or Portland for up to one year after graduation. After that period expires, alumni may access career-coaching services for a fee. Career fairs, Duck Connect, and the center website are available to all alumni, regardless of graduation date.
- **Student Employment Enhancement.** One of the best ways to gain professional experience during college is through on-campus employment. Hundreds of student employee positions are available each year at a variety of times. In an effort to make the student employee experience as meaningful as possible, this program was created to support student supervisors. An evolving initiative, and you can learn more about it online (https://uosee.uoregon.edu/getinvolved).

Support

The UO Career Center is committed to providing customized opportunities and partnerships that support students who identify as traditionally underrepresented or underserved on campus.

Multicultural Career Alliance. The alliance provides programming focused on career exploration and future employment opportunities for students and alumni of color, student and alumni veterans, students and alumni who identify as LGBT, students and alumni with disabilities, in addition to all students and alumni whose communities are traditionally underrepresented on campus.

- **Diversity Career Symposium.** A series of workshops hosted by the alliance. It provides students and alumni with the tools they need to secure a job or internship and allows them to meet employers that support and celebrate diversity.
- **International Student Career Alliance.** A collaborative effort to respond strategically to the career and professional development needs and opportunities of international students on campus.
- **Student Veteran Career Peer Advising.** Student veterans on campus are provided with career assistance through peer advising sessions. The services being offered include résumé and cover-letter assistance as well as full- and part-time job and internship searches.

The services and committees listed above have opportunities for students to get involved. Email career@uoregon.edu to learn more.