



113 Stratton Administration Center | 610-683-4067 | careerhelp@kutztown.edu

**KU STUDENT SUCCESS**





Rohrbach Library 11 | 610-683-4007 | success@kutztown.edu

FRESHMAN / SOPHOMORE



# JANUARY 2024

Career and Academic Planning Calendar for First and Second Year Students

Monday	Tuesday	Wednesday	Thursday	Friday
<p>22</p> <p> Concerned about your class schedule or courses? See your department advisor <b>this week</b> (during drop/add) to discuss adjustments or changes.</p>	<p>23</p> <p><b>Whoopie Pies &amp; Hot Chocolate</b> 1-3 OM Lobby</p> 	<p>24</p>	<p>25</p> <p><b>Designing Your Career Path</b> 11-11:50 Virtual</p>	<p>26</p> <p> <i>It's syllabus week! Take some time to review your syllabi and record test dates and assignments on a calendar or planner.</i></p>
<p>29</p> <p><b>Soft Skills: What Employers Want</b> 3-3:50 Virtual</p>	<p>30</p>	<p>31</p> <p><b>The Washington Center Info Session</b> Intern in D.C.! 3-3:50 Virtual <b>Designing Your Career Path</b> 3-3:50 OM 138</p>	<p> <i>Check your KU email and D2L accounts frequently. It is the means by which your advisors, professors, and staff will communicate with you.</i></p>	

Career Development Center • 113 Stratton Admin • 610-683-4067

## Academic Success Workshops - All held at 11am

(these workshops do not count toward the Career Certificates)

Plan for Success: Syllabus Mapping 101	Jan. 25th	AF 203
Work Smarter not Harder: Time management strategies	Jan. 30th	AF 203
D2L, Email, MKU & Starfish	Feb. 1st	AF 203
Learning About Learning Styles	Feb. 6th	AF 203
Maximizing Tutoring & Professor Office Hours	Feb. 13th	AF 203
Calm the Nerves: Test Taking & Anxiety Management strategies	Feb. 20th	AF 203
Great Grades Begin with Great Notes	Feb 27th	AF 203
Remember what you Read & Resources	Mar. 5th	AF 203
Advisement 101 w/ Dr. Fares	Mar. 19th	AF 203
Don't Miss the 411: Balancing Campus Involvement & Networking	Mar. 26th	AF 203
Be SMART about Your Goals	Apr. 9th	AF 203
Turn Stress into Success	Apr 16th	AF 203
Growth vs. Fixed Mindset	Apr. 23rd	AF 203
End the Semester w/Success/Finals Prep	Apr. 30th	AF 203

# Handshake

QR Code  
access the Handshake App  
or visit: [www.kutztown.edu/handshake](http://www.kutztown.edu/handshake)





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# FEBRUARY 2024

Career and Academic Planning Calendar for First and Second Year Students

Monday	Tuesday	Wednesday	Thursday	Friday
<p><b>Zoom IDs for virtual career workshops</b>  <b>at: <a href="http://www.kutztown.edu/careercenter">www.kutztown.edu/careercenter</a></b></p>			1	2
<div style="border: 2px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> <p>If you do not sign into a workshop within 5 minutes of it starting, your attendance will not be counted. Thank you.</p> </div>				<p>This Sun 2/4  <b>JC Penney Suit Up!</b>            4-7pm            Lehigh Valley Mall</p>
5	6 <b>Internship &amp; Job Search Strategies</b> 3-3:50 Virtual	7 <b>Writing Your Resume &amp; Cover Letter</b> 1-1:50 Virtual	8 <b>Soft Skills: What Employers Want</b> 11-11:50 OM 138 <b>The Washington Center Info Session</b> Intern in D.C! 11-11:50 Virtual	9
12 <b>Choosing a Major</b> 2-2:50 Virtual	13 <b>GoinGlobal</b> <b>Searching in the U.S. &amp; Abroad</b> 11-11:50 Virtual	14 <b>Writing Your Resume &amp; Cover Letter</b> 2-2:50 OM 138 <b>Creating Your Personal Brand</b> 3-3:50 Virtual	15 <b>Choosing a Major</b> 11-11:50 Virtual <b>Get a Federal Gov't Job</b> 2-2:50 Stratton 116	16
19	20 <b>Disney College Program Info Session</b> <i>Intern in Orlando!</i> 1-1:50 AF 103	21 <b>Creating Your Personal Brand</b> 2-2:50 OM 138	22	23
26	27 <b>Internship &amp; Job Search Strategies</b> 11-11:50 OM 138	28 <b>Creating Your Personal Brand</b> 2-2:50 OM 138	29 <b>Designing Your Career Path</b> 11-11:50 OM 138	





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# MARCH 2024

Career and Academic Planning Calendar for First and Second Year Students

Monday	Tuesday	Wednesday	Thursday	Friday
				1
4	5 <b>Writing Your Resume &amp; Cover Letter</b> <i>Hosted by Clark Associates</i> 11-11:50 OM 138	6 <b>GoInGlobal</b> Searching in the U.S. & Abroad 1-1:50 Virtual	7 <b>Creating Your Personal Brand Internship &amp; Job Search Strategies</b> 11-11:50 OM 278 11-11:50 OM 138	8
11 <i>Spring Break &gt;&gt;&gt;</i>	12 <i>&gt;&gt;&gt;</i>	13 <i>&gt;&gt;&gt;</i>	14 <i>&gt;&gt;&gt;</i>	15 <i>&gt;&gt;&gt;</i>
18 <b>How to Work a Career Fair</b> 1-1:30 Virtual  <b>Soft Skills: What Employers Want</b> 2-2:50 OM 138	19 <b>Prepare for the Fair Table</b> Whoopie Pies, Iced Coffee & Resume Reviews MSU Lobby 11-1pm 	20 <b>Writing Your Resume &amp; Cover Letter</b> 1-1:50 OM 278	21 <b>Designing Your Career Path</b> 11-11:50 OM 138   <div style="border: 1px dashed black; padding: 5px;"> <p>Next month you will select your Fall 2024 courses making this an ideal time to consider your career/ major direction. Questioning your choices? Call the Career Development Center to make an appointment with a Career Coach.</p> </div>	22
25 <b>Writing Your Resume &amp; Cover Letter</b> 3-3:50 OM 138	26 <b>How to Work a Career Fair</b> 11-11:30 Virtual	27 <div style="border: 2px solid black; padding: 10px; text-align: center;"> <b>Spring Internship &amp; Job Fair</b>            70+ employers!            12-3pm            MSU 218         </div>	28 <b>Mini Workshop Marathon</b> Writing Your Resume & Cover Letter 5-5:30 Creating Your Personal Brand 5:30-6 Internship & Job Search Strategies 6-6:30 Virtual	29



CAREER DEVELOPMENT CENTER

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# APRIL 2024

Career and Academic Planning Calendar for First and Second Year Students

Monday	Tuesday	Wednesday	Thursday	Friday
<p>1</p> <p><b>Soft Skills: What Employers Want</b> 3-3:50 OM 138</p>	<p>2</p> <p><b>Internship &amp; Job Search Strategies</b> 11-11:50 OM 138</p> <p><b>Mini Workshop Marathon</b> Choosing a Major 5-5:30 Soft Skills: What Employers Want 5:30-6 Designing Your Career Path 6-6:30 Virtual</p>	<p>3</p> <p><b>Designing Your Career Path</b> 2-2:50 OM 138</p>	<p>4</p> <p><b>Disney College Program Info Session</b> <i>Intern in Orlando!</i> 11-11:50 MSU 250</p> <p><b>Choosing a Major</b> 11-11:50 OM 138</p>	<p>5</p> <p><b>Clark Associates Employer Site Visit</b> Sign up in Handshake</p>
<p>8</p>	<p>9</p> <p><b>Soft Skills: What Employers Want</b> 10-10:50 BH 145</p> <p><b>Creating Your Personal Brand</b> 11-11:50 AF 101</p>	<p>10</p> <p><b>Internship &amp; Job Search Strategies</b> 10-10:50 AF 202</p> <p><b>Writing Your Resume &amp; Cover Letter</b> 2-2:50 AF 201</p> <p><b>Mini Workshop Marathon</b> Writing Your Resume &amp; Cover Letter 5-5:30 Internship &amp; Job Search Strategies 5:30-6 Virtual</p>	<p>11</p> <p><b>Mini Workshop Marathon</b> Soft Skills: What Employers Want 5-5:30 Creating Your Personal Brand 5:30-6 Designing Your Career Path 6-6:30 Virtual</p>	<p>12</p>
<p>15</p> <p><b>Designing Your Career Path</b> 1-1:50 AF 201</p>	<p>16</p>	<p>17</p> <p><b>Soft Skills: What Employers Want</b> 10-10:50 AF 202</p> <p><b>Mini Workshop Marathon</b> Internship &amp; Job Search Strategies 5-5:30 Writing Your Resume &amp; Cover Letter 5:30-6 Choosing a Major 6-6:30 Virtual</p>	<p>18</p> <p><b>Creating Your Personal Brand</b> 11-11:50 AF 101</p>	<p>19</p>
<p>22</p> <p><b>Creating Your Personal Brand</b> 1-1:50 AF 102</p> <p><b>Mini Workshop Marathon</b> Choosing a Major 2-2:30 Creating Your Personal Brand 2:30-3 Internship &amp; Job Search Strategies 3-3:30 Virtual</p>	<p>23</p> <p><b>Writing Your Resume &amp; Cover Letter</b> 11-11:50 AF 101</p> <p><b>Mini Workshop Marathon</b> Soft Skills: What Employers Want 2-2:30 Designing Your Career Path 3-3:30 Virtual</p>	<p>24</p> <p><b>Soft Skills: What Employers Want</b> 2-2:50 AF 103</p> <p><b>Mini Workshop Marathon</b> Writing Your Resume &amp; Cover Letter 3pm Designing Your Career Path 4pm Virtual</p> <p><b>Mini Workshop Marathon</b> Soft Skills: What Employers Want 5-5:30 Designing Your Career Path 6-6:30 Virtual</p>	<p>25</p> <p><b>Internship &amp; Job Search Strategies</b> 11-11:50 AF 101</p> <p><b>Choosing a Major</b> 11-11:50 AF 102</p> <p><b>Mini Workshop Marathon</b> Soft Skills: What Employers Want 3-3:30 Creating Your Personal Brand 3:30-4 Virtual</p>	<p>26</p>
<p>29</p>	<p>30</p>	<p>May 1</p>	<p>May 2</p>	<p></p> <p><i>You are studying for finals now, right? Shorter bursts of studying over time will help you to retain the material.</i></p>
<p>May 6 Finals Week &gt;&gt;&gt;</p>	<p>May 7 &gt;&gt;&gt;</p>	<p>May 8 &gt;&gt;&gt;</p>	<p>May 9 &gt;&gt;&gt;</p>	