



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






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

FRESHMAN / SOPHOMORE

JANUARY 2025

Career and Academic Planning Calendar for First and Second Year Students



Monday	Tuesday	Wednesday	Thursday	Friday
 <p>27</p> <p>Concerned about your class schedule or courses? See your department advisor this week (during drop/add) to discuss adjustments or changes.</p>	<p>28</p> <p>Whoopie Pies & Hot Chocolate</p> <p>11-1 OM Lobby</p> 	<p>29</p>	<p>30</p> <p>Designing Your Career Path</p> <p>11-11:50 Virtual</p>	 <p>31</p> <p>It's syllabus week! Take some time to review your syllabi and record test dates and assignments on a calendar or planner.</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)

- DE, AP, Transfer Credits
- Transition to KU
- Syllabus Mapping
- KU Technology
- Note Taking & Reading Strategies
- Tutoring & Office Hours
- Advising
- Test-Taking Advising
- Student Assistance
- Goal Setting & Motivation
- Growth Mindset & Imposter Phenomenon
- Campus Engagement & Networking
- Finals Preparation

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|-----------|--------|
| Jan. 30th | AF 203 |
| Feb 4th | AF 203 |
| Feb. 6th | AF 203 |
| Feb. 11th | AF 203 |
| Feb. 25th | AF 203 |
| Mar. 4th | AF 203 |
| Mar. 11th | AF 203 |
| Mar. 25th | AF 203 |
| Apr. 1st | AF 203 |
| Apr. 4th | AF 203 |
| Apr 22nd | AF 203 |
| Apr. 29th | AF 203 |
| May 6th | AF 203 |

If you do not sign into a workshop within 5 minutes of it starting, your attendance will not be counted. Thank you.



Say hello to



careers | internships | interviews | events | resource



Become a more confident, and successful student & future employee by participating in the **FREE Career Exploration Certificate Program**

Learn more at www.kutztown.edu/CDCcertificate



Monday

Tuesday

Wednesday

Thursday

Friday

Zoom IDs for virtual career workshops
at: www.kutztown.edu/careercenter

If you do not sign into a workshop within
5 minutes of it starting, your attendance
will not be counted. Thank you.



*Check your KU email and D2L accounts frequently. It is the means by
which your advisors, professors, and staff will communicate with you.*

3 Career Readiness: What Employers Want 3-3:50 Virtual	4	5	6 Designing Your Career Path 11-11:50 OM 138 Writing Your Resume & Cover Letter 2-2:50 AF 102	7
10	11 Internship & Job Search Strategies 3-3:50 Virtual	12 Writing Your Resume & Cover Letter 2-2:50 Virtual	13 Career Readiness: What Employers Want 11-11:50 AF 103	14 This Sun 2/16 JC Penney Suit Up! 4-7pm Lehigh Valley Mall
17 Choosing a Major 2-2:50 Virtual	18 GoinGlobal Searching in the U.S. & Abroad 11-11:50 Virtual	19 Writing Your Resume & Cover Letter 1-1:50 OM 138 The Washington Center Info Session Intern in D.C.! 2-2:50 Virtual	20 Choosing a Major 11-11:50 Virtual Disney College Program Info Session Intern in Orlando! 11-11:50 AF 202 Get a Federal Gov't Job 2-2:50 Stratton 116	21 Clark Employer Site Visit
24	25	26 Choosing a Major 2-2:50 OM 138	27	28



KUTZTOWN
UNIVERSITY
CAREER DEVELOPMENT
CENTER

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**KU STUDENT
SUCCESS**


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FRESHMAN / SOPHOMORE



MARCH 2025

Career and Academic Planning Calendar for First and Second Year Students

Monday	Tuesday	Wednesday	Thursday	Friday
3	4 Internship & Job Search Strategies 11-11:50 OM 138 Mini Workshop Marathon Writing Your Resume & Cover Letter 5pm Internship & Job Search Strategies 5:30pm Designing Your Career Path 6pm Virtual	5 Prepare for the Fair Table Whoopie Pies, Iced Coffee & Resume Reviews 12-2 RL Lobby Mini Workshop Marathon Internship & Job Search Strategies 5pm Writing Your Resume & Cover Letter 6pm virtual	6 Designing Your Career Path 11-11:50 OM 138	7
10	11 How to Work a Career Fair 11-11:30 Virtual Mini Workshop Marathon Career Readiness: What Employers Want 5pm Choosing a Major 5:30pm Designing Your Career Path 6pm Virtual	12 Spring Internship & Job Fair 70+ employers! 12-3pm MSU 218 Free Headshots too!	13 Internship & Job Search Strategies 11-11:50 OM 138	14
17 Spring Break >>>	18 >>>	19 >>>	20  Next month you will select your Fall 2025 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.	21 >>>
24 Career Readiness: What Employers Want 3-3:50 AF 202	25 The Washington Center Info Session Intern in D.C.! 1-1:50 Virtual	26 GoInGlobal Searching in the U.S. & Abroad 2-2:50 Virtual	27 Designing Your Career Path 11-11:50 AF 102	28
31 Writing Your Resume & Cover Letter 3-3:50 AF 202				



Monday	Tuesday	Wednesday	Thursday	Friday
Mar. 31	1 Choosing a Major 11-11:50 A F 103	2 Mini Workshop Marathon Internship & Job Search Strategies 5:30pm Designing Your Career Path 6pm Virtual	3 Writing Your Resume & Cover Letter 11-11:50 AF 102	4
7	8 Internship & Job Search Strategies 11-11:50 AF 102	9 Designing Your Career Path 2-2:50 AF 103	10 Choosing a Major 11-11:50 AF 103 Disney College Program Info Session Intern in Orlando! 11-11:50 Stratton 116	11
14	15 Career Readiness: What Employers Want 11-11:50 AF 102	16 Internship & Job Search Strategies 10-10:50 AF 203 Writing Your Resume & Cover Letter 1-1:50 AF 202	17 Mini Workshop Marathon Choosing a Major 5pm Designing Your Career Path 5:30pm Writing Your Resume & Cover Letter 6pm Virtual	18
21 Designing Your Career Path 1-1:50 AF 202 Mini Workshop Marathon Writing Your Resume & Cover Letter 5pm Designing Your Career Path 5:30pm Virtual	22	23 Career Readiness: What Employers Want 2-2:50 AF 103	24 Designing Your Career Path 11-11:50 AF 102	25
28	29 Writing Your Resume & Cover Letter 11-11:50 Virtual	30 Career Readiness: What Employers Want 2-2:50 Virtual	May 1 Internship & Job Search Strategies 11-11:50 Virtual Choosing a Major 11-11:50 Virtual	May 2
May 5	May 6	May 7	May 8	May 9 <i>Last Day for Certificate Items to be completed</i>
May 12 <i>Finals Week >>></i>	May 13th >>>	May 14th >>>	May 15th >>>	May 16th >>>