General Studies Information Session Checklist

□ Focus2 Career Assessments
  o Go to the Career Services website at https://www.iusb.edu/career-services/index.php
  o Click on Focus2 Career Assessments
    ▪ Create a User name
    ▪ Enter the password TITAN
  o Complete at least the following two sections: Career Readiness and Self-Assessment
  o Use the “Narrow the search” option as desired to shorten the list of career suggestions
  o List top career interests:
    ___________________________________ ___________________________________
    ___________________________________ ___________________________________

□ Informational Interviews
  o Interview professionals in the career area(s) you are considering using these questions:
    1. What do you like most about your job?
    2. What do you like least?
    3. How did you get your job? What is your degree? (If they have been in the field for many years, ask them what would be required now.)
    4. What are future trends in this area?
    5. I am a General Studies major at IU South Bend. What courses should I take?
      Bonus Question: Would you be willing to take an intern?

□ Wish Book Exercise: Develop a Course List
  o Review the online campus bulletin at http://www.iu.edu/~bulletin/iusb/2013-2014/index.shtml
  o Click on “Courses” tab to look up course descriptions by department
  o Make a list of courses that interest you

□ Identify Concentration/Minor(s)/Certificate(s)
  o Think about what you love and take related courses
  o Consider courses based on the Focus2 and/or informational interview results
  o Meet with an advisor in the Minor/Certificate area as soon as possible
  o List potential minors and/or certificates:
    ___________________________________ ___________________________________
    ___________________________________ ___________________________________

□ Upper Division (300-400 level courses) Strategies
  o Consider Organizational Leadership and Supervision (OLS) classes offered by Purdue
    ▪ Course descriptions are available in the IU South Bend Bulletin under the “Purdue” tab
  o Take Upper Division Classes to meet General Education requirements when possible
    ▪ Reminder: you must include at least one upper level Common Core course
  o Take up to 6 hours of internship credit per semester, for a total of 12.
  o Calculate the ratio of upper division courses needed per remaining courses and make sure that you take that percentage of Upper Division courses each term
    ▪ What percentage of your remaining courses must be upper level? ______________

□ Timely Graduation Strategies
  o Take DSST exams
    ▪ For more information, go to https://www.iusb.edu/general-studies/dsst.php

(over)
List potential DSST exams:
___________________________________  ___________________________________
___________________________________  ___________________________________

Begin internships between sessions
- For more information on GNST-G 481 Professional Internship, go to https://www.iusb.edu/general-studies/internships.php

List potential internship experiences/sites:
___________________________________  ___________________________________
___________________________________  ___________________________________

Take LSTU mid-session courses (https://www.iusb.edu/labor-studies/index.php)

Registration for Next Semester
- Register for GNST–G 203 Introduction to General Studies
- Identify/pursue a minor/certificate/career path – Meet with an advisor in that department
  - Explore a Minor – take the introductory course to see if you like it
  - Start a Minor – take prerequisite courses needed to take additional courses
  - Prepare for Graduate studies – check program websites for best course choices
- Complete Upper Division requirements
- Fulfill General Education requirements
  - Take Math placement exam if you haven’t already done so (Note: results expire after two years)
  - Begin math course(s) at least three semesters prior to graduation
  - List your math placement level or math course(s) completed: ____________________________

List courses of interest from Wishbook exercise:

List of interest from Wishbook exercise:
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Notes/To Do
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Handouts/Toolkit/Information Session Checklist.docx  01/30/2014