

Sophomore Academic Career Plan Requirements

All items will be stored in Career Cruising account

Add:

- **Three artifacts with reflections**
 - *My Plan → My Journal*
 - *Entry Title = Artifact #*
 - *Journal Entry = reflection (why did you select it and why is it important to you?)*
 - *Attach File = Artifact*
- **Sophomore SMART goal**
 - *My Plan → My Assignments (open, complete, save, upload to My Journal))*
- **Service Learning Hours**
 - *My Plan → My Activities and Experiences → Volunteer Experience (make sure to enter the number of hours)*

Update:

- Skills, interests, work experience, hobbies, awards, etc. to keep your resume updated
- Course Plan

To earn level one resource, your Academic Career Plan must include the following:

- **Four artifacts with reflections**
- **Resume**
 - *Build a Resume*
- **Course Plan**
 - *My Plan → My Course Plan*
- **Post-Secondary Planning Worksheet**
 - *My Plan → My Assignments (open, complete, save with a different name, upload to My Journal))*
- **Mission Statement**
 - *My Plan → My Journal*
 - *Entry Title = Mission Statement*
 - *Journal Entry = enter mission statement*
- **Freshman SMART goal**
- **Sophomore SMART goal**
- **Post-Secondary SMART goal**
- **15 hours of Volunteer Experience**