

Pre-Graduation Syllabus – Your Final Semesters at UNC Asheville

What	When & Why	How
Build relationships with faculty and staff	<p>As soon as you can, but definitely by your junior year because...</p> <ul style="list-style-type: none"> • Being connected, having a mentor, feels great and helps you be more successful at whatever you do. • Faculty and staff are great resources for helping you think about your goals, connecting to opportunities on and off campus, writing recommendation letters or fielding calls from potential employers. 	<ul style="list-style-type: none"> • Spend some time after class talking to faculty whose classes you enjoy. Follow up with appointments to continue your conversations. • Make an appointment with your advisor to talk about your career interests and goals. • Join a student organization or club and volunteer to help with an activity
Extend learning beyond the classroom	<p>As soon as you can, but definitely by your junior year because...</p> <ul style="list-style-type: none"> • There are so many different kinds of opportunities to get involved on campus, in your field, in your community that it's best to start expanding your horizons early. • These other learning environments can contribute much to your critical thinking and problem solving skills, things that really matter to potential employers and graduate schools. 	<ul style="list-style-type: none"> • Consider a service learning course or activity • Find leadership opportunities in student organizations or clubs • Investigate undergraduate research opportunities in your major department and/or with favorite faculty • Learn about internship opportunities from your advisor and the Career Center Find information at: http://www.unca.edu/career/internships.html
Explore Study Abroad/ Study Away	<p>At least one year in advance of your planned semester abroad/away because...</p> <ul style="list-style-type: none"> • There are many study abroad/study away options and it will take some time to learn about them. • There is important planning and paperwork to complete to ensure that your time away contributes to your progress toward graduation. 	<ul style="list-style-type: none"> • Find introductory information on programs at: http://www.unca.edu/studyabroad/ • Talk to staff at the Study Abroad/Study Away • Ask for some names of participating students so you can talk to them too
Make plans for life after college	<p>One year ahead of planned graduation date because...</p> <ul style="list-style-type: none"> • There are a variety of materials to prepare and collect regardless of whether your next goal is a job or graduate/professional school. • You need time to talk to faculty and staff, to collect information and then collect your thoughts. 	<ul style="list-style-type: none"> • Talk to your advisor and other mentors about post BA/BS job options and graduate school opportunities • Collect graduate school and job applications • Use resources provided by the Career Center (http://www.unca.edu/career/gradschool.html) • Find information about test preparation workshops at: http://www.unca.edu/distedu/ce/
Arrange for letters of reference	<p>One semester ahead of planned graduation date because...</p> <ul style="list-style-type: none"> • Faculty and staff need advance notice to make sure they have the time to write good letters. • Many faculty and staff are asked for multiple letters from multiple people. 	<ul style="list-style-type: none"> • Talk individually to each person to find out their timetable for receiving materials from you. • Include an up-to-date resume, a personal statement of your goals, a list of every program/employer needing a letter with deadline dates, and stamped addressed envelopes.
Apply for graduation	<p>One semester ahead of planned graduation date because...</p> <ul style="list-style-type: none"> • There are deadlines to apply for graduation each semester. • Submitting the application early ensures you can be notified about potential problems and correct them. 	<ul style="list-style-type: none"> • Visit the <i>Graduation</i> page posted by the Registrar's Office at: http://www.unca.edu/registrar/graduation/ • Complete the application for graduation at the One Stop office.

Please send questions, comments, or suggestions to Dr. Lisa Friedenber at friedenb@unca.edu or to Calley Stevens Taylor at cstevens@unca.edu