

PROJECT 4: INSTRUCTIONS

See Chapters 1.0 and 1.1 in the Blue book before doing homework problems S1, S2, S3 on pages 38-40.

This project is done by individuals, and not in teams

To create a living document (one that you will use as time goes on):

Use a folder/binder so it is easy to insert pages in the future or replace sections as your career plans change.

It is suggested that you write this report in sections so that you can add newer versions of documents within a section. You should also separate the sections with either tabs or sheets of paper with the title of the upcoming section so that you can find things quickly in the folder. All of your figures and tables need to be supported with text that explains the figure/table, just like in a normal report (e.g., your GPA Chart); an entire section cannot just be a couple of charts... it needs text, too. You should also leave enough room on graphs for future data you will add as time goes by.

Document all that is requested in the homework problems (even stuff like “tell the world about your plan” – who did you tell?, how?, why?)

The following table has important information in it as to what is expected for each task. The manner in which the tasks are divided into sections is only a suggestion.

Section	Assignment	Description
1	S1a	choose a major, write a personal vision/purpose statement, identify objectives and measurable goals/tasks
2	S1b-S1d	plan your courses and supporting activities, determining graduation date, tell people!
3	S1e-S2a	Identify overall indicators of success .. GPA can be one, but must have at least one other indicator
4	S2b-S2c	Write a progress report for this last semester (Fall 2002). Relate to objectives, list what is going well, what is not going too well, and write a brief essay describing your self-assessment
5	S2e	Use form in Blue book to determine “window of opportunity”
6	S3a-S3b	Identify career mentor and meet with that person, write a summary of the meeting and what you learned from it; Update Section 1 if needed.
7	S3c	Meet with your academic advisor and review your plan.

Mentoring:

If you have someone in mind, ask that person. Ideally, it is someone that you trust and that is doing something similar to your career plan. If you have trouble finding someone, the following resources may help:

<http://www.mentornet.net>

<http://www.al.arizona.edu>

Tau Beta Pi: TBD