

SOPHOMORE YEAR CHECKLIST

ACADEMIC

- ✓ Make advising appointment early each semester at <http://bus.utk.edu/undergrad> to:
 - Review and discuss major, collateral, and concentration options.
 - Review academic standing and current business progression GPA.
 - Discuss interest in study abroad.
- ✓ Take advantage of tutorial services and other academic support resources.
 - Find a listing of available resources at: <http://studentsuccess.utk.edu/support>.
- ✓ Visit instructors during office hours, especially if you are having difficulty in a course.
- ✓ Start determining graduate school admission requirements and necessary courses.
- ✓ Be aware of CBA scholarship deadlines: <http://bus.utk.edu/undergrad/scholarships>.
- ✓ Consult with Office of Financial Aid regarding HOPE status and requirements to maintain scholarships.

CAREER DEVELOPMENT

- ✓ Enroll in the College of Business Administration Professional Development Certification Program.
- ✓ Build relationships to narrow your major interests and career path.
 - Get to know faculty in major of interest to discuss career options and graduate school.
 - Talk to professionals in career fields you are considering.
- ✓ Develop a professional quality resume. Utilize Career Services Resume Writing Guide for assistance.
- ✓ Register with Hire-A-VOL at the Career Services website to post resume and to access internship opportunities.
- ✓ Search the Career Services' calendar and attend events posted.
- ✓ Attend the Fall Job Fair, Spring Job Fair, and Summer Job and Internship Fair.
- ✓ Meet with a CBA Career Consultant to discuss your career path and opportunities.

LEADERSHIP DEVELOPMENT

- ✓ Take an active role in the student organization of your choice and consider leadership opportunities. Utilize these resources for more information on how to become involved:
 - CBA Student Organizations
<http://bus.utk.edu/undergrad/community>
GO: Get InVOLved
<http://go.utk.edu>
- ✓ Seek out opportunities for service learning or to volunteer.
- ✓ Apply to be a College of Business Administration Ambassador or BA 100 Peer Mentor:
<http://bus.utk.edu/undergrad/community>
- ✓ Keep up-to-date with weekly student@tennessee e-mails.
- ✓ Attend at least one campus program or event each month.

STUDY ABROAD

- ✓ Obtain (or update) your passport!
- ✓ Start researching programs and countries of interest utilizing the following resources:
 - Programs Abroad Office
<http://studyabroad.utk.edu>
 - CBA Undergraduate Programs
http://bus.utk.edu/undergrad/study_abroad
- ✓ Visit an informational session at the Programs Abroad Office, held each weekday at 2:00 p.m.
- ✓ Consult with your academic advisor to discuss how an abroad experience could fit into your overall academic plan.
- ✓ Be aware of application and scholarship deadlines.