

Further shape  
your professional  
journey with a  
plan!



# The Professional Development Plan

Similar to your academic plan, creating a Professional Development Plan maps out your objectives of what you want to achieve in your professional development!

- Develop a professional, career plan by identifying at least three things you want to do professionally by the time you graduate from Cal State LA.

- **Some ideas you can plan for include:**

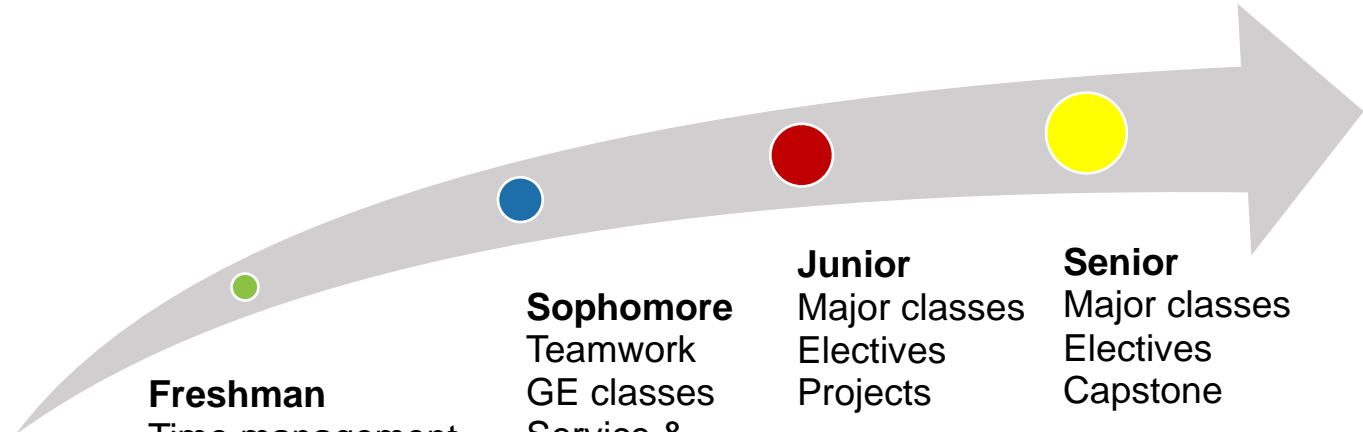
- Career planning and goal setting
- Participating in service learning/volunteer work
- Participate in an internship
- Joining a professional organization, student club/organization
- Build your professional brand
- Opportunities to work with faculty on research
- Attend employer info sessions, seminars, and career fairs
- Create or updating your résumé and cover letter
- Improve interview skills
- Develop networking strategies
- Conduct informational interviews and job shadowing

## Example of a Professional Development Plan:

| By Spring 2022   | By Fall 2022  | By Spring 2023   | By Fall 2023   |
|--|---|--|--|
| <ul style="list-style-type: none"><li>▪ Research professional organizations for my career goal of [name]</li><li>▪ Explore job shadowing opportunities</li><li>▪ Join my major's club [name]</li></ul> | <ul style="list-style-type: none"><li>▪ Research professional internships</li><li>▪ Join a professional organization for my career goal of [name]</li></ul> | <ul style="list-style-type: none"><li>▪ Participate in professional organization</li><li>▪ Apply for an internship</li></ul> | <ul style="list-style-type: none"><li>▪ Participate in a professional internship</li></ul> |

# Developing a Professional Plan

## Academic Plan



## Professional Plan



# 1-Year Professional Development Plan Examples

## Career Exploration & Planning

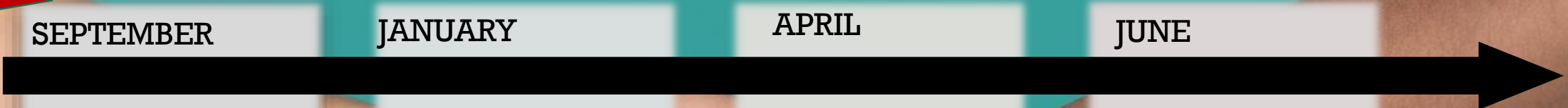
## Internships

|  | By <u>SUMMER 2021</u>  | By <u>FALL 2021</u>   | By <u>WINTER 2022</u>  | By <u>SPRING 2022</u>  | By <u>SUMMER 2022</u>   |
|--|--|---|--|--|---|
| <b>Career Exploration &amp; Planning</b> | <ul style="list-style-type: none"> <li>Reflect on values, skills, strengths, and interests</li> <li>Complete FOCUS 2 self-assessment</li> </ul>  | <ul style="list-style-type: none"> <li>Schedule appointment with Career Advisor to review FOCUS 2 results</li> <li>Review CAREER EXPLORATION PAGE</li> </ul>  | <ul style="list-style-type: none"> <li>Start expressing your Professional Brand (utilize Career Center P.B. resources and Career Advisor for assistance)</li> </ul>                | <ul style="list-style-type: none"> <li>Search for professionals in your field of interest to connect with to conduct informational interviews</li> </ul> | <ul style="list-style-type: none"> <li>Seek out job shadowing, and volunteering opportunities related to your field of interest</li> </ul>                              |
| <b>Internships</b>                       | <ul style="list-style-type: none"> <li>Reflect on values, skills, strengths, and interests</li> <li>Research internships on Handshake</li> <li>Learn how to write Résumés &amp; Cover Letters</li> </ul> | <ul style="list-style-type: none"> <li>Prepare application documents (Résumé &amp; Cover Letter)</li> <li>Attend Fall Career Fair</li> <li>Apply to jobs</li> <li>Speak with Faculty for course credit</li> </ul> | <ul style="list-style-type: none"> <li>Learn how to conduct a professional interview</li> <li>Continue networking</li> <li>Follow up on positions and/or receive offers</li> </ul> | <ul style="list-style-type: none"> <li>Receive offers and accept to begin new position</li> <li>Prepare for the internship</li> </ul>                    | <ul style="list-style-type: none"> <li>Complete internship</li> <li>Update résumé with latest job experience</li> <li>Research next professional opportunity</li> </ul> |

**START  
HERE!**



# SAMPLE INTERSHIP TIMELINE



SEPTEMBER

JANUARY

APRIL

JUNE

DECEMBER

MARCH

MAY

AUGUST

**Apply!**

Employers recruit interns in the fall semester.

Deadlines are often in November and December.

Network with employers to identify internship opportunities that best align with your career interests.

**Under Review**

Applicants receive notice from employer to interview.

Start a conversation with faculty and the Career Center if you seek academic credit.

Employers open second recruitment for unfilled positions.

**Status**

Applicant receives notice of hire, denial notice or no notice.

Accept offer letter if hired.

Inform faculty and Career Center if you seek academic credit.

Work with organization to complete academic documents.

Get faculty course permit and any required insurance, and enroll in course.

**Internship!**

Attend orientation.

Begin summer internship or entry-level job.

Build a portfolio of your work.

Network with professionals.

Obtain recommendation letters.

Make future plans.



**SUCCESS DOESN'T JUST COME AND FIND YOU...  
YOU HAVE TO GO GET IT!**