



STUDENT SUCCESS CENTER
GREG RICHARD OFFICE OF ADVISING & CAREER DEVELOPMENT
WESTMINSTER COLLEGE



THE FOUR-YEAR PLAN AT A GLANCE

Westminster College wants to help you every step of the way as you plan your future and discover your Power in Purpose. Our Greg Richard Office of Advising & Career Development staff created a unique Four-Year Plan that lays a solid foundation for your future and takes into account your special qualities. Your Four-Year Plan will incorporate your individual interests, coursework, extracurricular activities, leadership roles, individualized career-networking opportunities and so much more.

Throughout all four years of the plan, your academic advisor will work closely with you each semester to make sure you're taking the right courses and on track for graduation. And most importantly, after four years, you will walk through our historic Columns transformed and ready for a future that reflects who you are meant to be.



FRESHMAN YEAR

- Actively assess your values, interests, skills, and strengths.
- Learn the requirements for majors that interest you.
- Enroll in courses to explore majors and your interests.
- Participate in extracurricular activities.
- Develop good study habits and establish a strong GPA.

SOPHOMORE YEAR

- Research careers through resources Career Development staff.
- Take classes and join clubs in your specific areas of interest.
- Apply for internships and other career-related experiences.
- Send your resume to the Career Development staff for careful review by professionals.
- Select your major by end of the year and be confident in your choice.

JUNIOR YEAR

- Take on leadership roles in your extracurricular activities to strengthen your skills, knowledge and experience.
- Enroll in electives to enhance your qualifications.
- Participate in at least one a mock interview and revise your resume.
- Research employers and graduate programs.
- Take any required graduate admissions examinations (summer).

SENIOR YEAR

- Expand academic and career-related experiences.
- Network confidently with professionals in your field.
- Apply to graduate schools or jobs suited to your interests and expertise.
- Prioritize activities and application deadlines.
- Successfully maintain your GPA.



OTHER SERVICES OFFERED BY THE CAREER DEVELOPMENT OFFICE

In addition to using our services throughout the Four-Year Plan, the Greg Richard Office of Advising & Career Development offers a variety of ways to help with your career journey! We offer individualized career support, online job assistance, centralized internship guidance and knowledgeable help with the graduate/professional school research and application process.

INDIVIDUALIZED CAREER SUPPORT

- **Career Counseling:** Set up an appointment to meet individually to discuss your career options.
- **Resume and Professional Correspondence:** Send your resume, cover letter and/or graduate school personal statement to us for review. You can also request an appointment. Simply email CareerSrv@WCMO.edu.
- **Mock Interviews:** Practice extensively for job, internship or graduate school interviews.

CAREER DEVELOPMENT EVENTS



INDUSTRY CONNECTIONS

Throughout the academic year, programs and events featuring employers and graduate programs provide opportunities for students to learn about major fit, career path options and graduate and study abroad programs.

ETIQUETTE DINNER

For this annual event, a wide variety of organizations share career opportunities and expertise with students. Students quickly learn how to dine and network in a professional manner. Local leaders serve as table hosts.



PRESENTATIONS

Information sessions are conducted periodically, both on campus and virtually. Tips on interviewing, resume writing, and how to search for jobs/internships are just a few topics. Programs will be posted on the campus calendar.



ONLINE RESOURCES

- **Career Development Web page:** Our career development web page offers tips, information and links to various career fields and organizations.
- **FOCUS2:** Use this web-based tool to understand how your personal values, interests and skills relate to various careers. FOCUS2 suggests career pathways and provides career information on hundreds of occupations. Individualized interpretation is offered as a follow-up.
- **CliftonStrengths:** This widely respected assessment helps you understand your unique talents and how these can be turned into strengths in your academic, work and personal life. Group, as well as individualized interpretation, is offered to help you reach your goals and maximize your campus experience.
- **Westminster College Career Network (WCCN):** Network with more than 600 alumni and Westminster supporters to seek career information and job-searching advice, expand your contacts and more.

CENTRALIZED INTERNSHIP PROGRAM

Through our centralized Internship Program, you will be provided a liaison who will help you every step of the way. Internship coordinators work closely with you, the job site and your faculty sponsor.

QUICK FACTS

- You can earn credit hours in your academic program while working as an intern. It is possible to earn up to 12 credit hours by participating in internships.
- Internship opportunities are publicized to students on a regular basis via the Westminster College Career Network and other Westminster resources.
- Local, statewide, national, and international internships within your career and academic interests are available.
- Students can participate in year-round paid or unpaid part-time or full-time internships.

GRADUATE AND PROFESSIONAL SCHOOL ASSISTANCE

Career Development staff offers the following services in helping you choose and apply to graduate or professional schools:

- **Personalized Assistance:** We help you find a program and understand the application process.
- **Study Guides:** Specific test-preparation study guides and related resources are available for check out.
- **Writing Tips:** We can offer assistance on writing a strong personal statement.
- **Curriculum Vitae or Resume Information:** We offer information on how to write a curriculum vitae or resume for graduate or professional school.

◀ VISIT ▶

WCMO.edu/Academics/SSC/Career

MyWC.Westminster-MO.edu/ICS/Student_Success_Center



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CONTACT US

Greg Richard Office of Advising
& Career Development
Student Success Center
Reeves Library



@WestMOStudentSuccessCenter



WCMO.edu/Academics/SSC/Career



CareerSrv@WCMO.edu

Current students can access our online resources at MyWC. Simply select the Student Success Center tab and choose Career Development.