



THE UNIVERSITY of TENNESSEE **UT**
KNOXVILLE

go. find your track. begin now. start here.
#exploremajors #explorecareers



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artsci.utk.edu/advising/ • @UTK_AS_Advising



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career.utk.edu • @VolCareers

If you don't know what college, major, or career to choose, **you are not alone**. Over 500 of UT's first-year students are exploratory, and many who have declared a major will change their major several times before they make a final decision.

As an exploratory student, you are in the position to **examine, investigate, and expand** your general knowledge as you plan for your future. This is an opportune time for you to brainstorm and dream of all the **possibilities** that are available to you. This is also the time to **discover** who you are and what you want to be and do in the **future**.

You are at the beginning of a **journey**, and you need to **actively engage** with an investigative attitude using as many **resources** as possible to help you reach a decision. There is a wealth of information on this campus, but you must actively seek it. Advisors in *Arts and Sciences Advising* and Career Counselors and Consultants in *Career Services* are here to help you in your journey!

This guide was designed for students who are ready to **actively** begin the major selection and career-decision making process. Since selecting a major involves careful consideration and a serious time commitment, this guide is both informative **and action-orientated**. When you devote the attention and energy your decision deserves, you will be pleased by the results.

Go. Find Your Track. Begin Now.... Let's Get Started.

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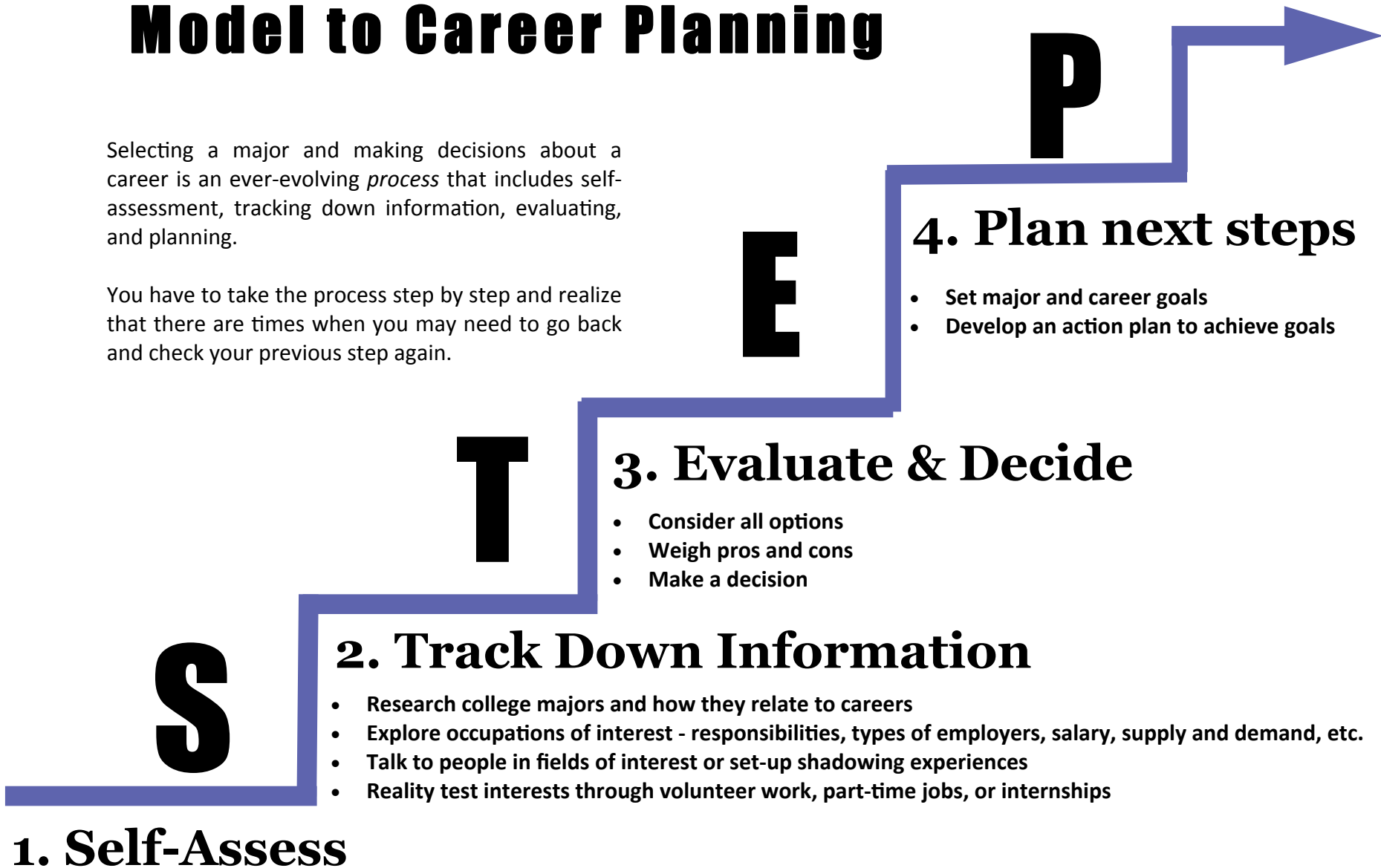
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Model to Career Planning

Selecting a major and making decisions about a career is an ever-evolving *process* that includes self-assessment, tracking down information, evaluating, and planning.

You have to take the process step by step and realize that there are times when you may need to go back and check your previous step again.



Self-Assess: Self-Exploration Questions

Review the questions below, reflect on each, and write your answers in the space provided.

- At a bookstore, what section do I visit first?
- What level of achievement is important to me?
- What topics of conversation hold my attention?
- What do I want to accomplish professionally?
- If I had more free time, how would I spend it?
- Where have I received recognition or awards?
- Would I rather have more free time and less money, or more money and less free time?
- What extracurricular activities have I enjoyed in the past?
- What subjects/classes do I enjoy most?
- What type of assignments interest me?
- Who do I know that enjoys his/her work?
- What are my unique talents and abilities?
- What kind of people would I like to work with?
- What is my ideal work environment?
- What is easy for me but is difficult for others?
- I could spend hours learning about...
- What kind of club/organizations am I interested in joining?

Self-Assess: Values

Work values are characteristics about jobs and work environments. Lifestyle values characterize what preferences people desire for their futures such as living in a particular geographic locale, maintaining family responsibilities, spending time in recreation, etc. People tend to feel most satisfied when their work satisfies their values. As you research potential majors and careers, consider whether or not they fit your values.

Rate each value listed below from 1 (least important) to 5 (most important). There are no right or wrong answers. Then identify your top 3 most important work values and 3 most important lifestyle values.

<u>Work Values</u>	<u>Lifestyle Values</u>
<p>{Work Tasks}</p> <p><input type="checkbox"/> Perform different tasks everyday</p> <p><input type="checkbox"/> Perform similar tasks everyday</p> <p><input type="checkbox"/> Work with hands or tools</p> <p><input type="checkbox"/> Work with numbers</p> <p><input type="checkbox"/> Help people who have needs</p> <p><input type="checkbox"/> Influence opinions or decisions</p> <p><input type="checkbox"/> Engage in physical tasks</p> <p><input type="checkbox"/> Engage in creative tasks</p> <p><input type="checkbox"/> Engage in research</p> <p><input type="checkbox"/> Engage in intellectually stimulating tasks</p> <p>{Work Setting}</p> <p><input type="checkbox"/> Indoors, in own office</p> <p><input type="checkbox"/> Indoors, other than an office</p> <p><input type="checkbox"/> Outdoors</p> <p><input type="checkbox"/> Combination of indoors & outdoors</p> <p><input type="checkbox"/> Urban/suburban setting</p> <p><input type="checkbox"/> Rural setting</p> <p><input type="checkbox"/> Home-based work setting</p> <p>{Work hours and pace}</p> <p><input type="checkbox"/> Regular shift of 8 hrs/day</p> <p><input type="checkbox"/> Varying schedule / set own hours</p>	<p><input type="checkbox"/> Not working evenings/weekends</p> <p><input type="checkbox"/> Little or no pressure</p> <p><input type="checkbox"/> Fast-paced environment</p> <p><input type="checkbox"/> Competitive environment</p> <p>{Interpersonal Aspects}</p> <p><input type="checkbox"/> Work independently</p> <p><input type="checkbox"/> Work with a team</p> <p><input type="checkbox"/> Supervise others</p> <p><input type="checkbox"/> Meet new people regularly</p> <p><input type="checkbox"/> Work with supportive co-workers</p> <p>{Pay, Benefits, Rewards}</p> <p><input type="checkbox"/> Good benefits package</p> <p><input type="checkbox"/> Job security</p> <p><input type="checkbox"/> High base salary</p> <p><input type="checkbox"/> Opportunity for large salary increases</p> <p><input type="checkbox"/> Commission base salary</p> <p><input type="checkbox"/> Social prestige / respect associated with job title</p> <p>{Education}</p> <p><input type="checkbox"/> No more than bachelors degree required</p> <p><input type="checkbox"/> No more than masters degree required</p>
	<p><input type="checkbox"/> Live in a rural setting</p> <p><input type="checkbox"/> Live in a suburban setting</p> <p><input type="checkbox"/> Live in a city</p> <p><input type="checkbox"/> Live close to work</p> <p><input type="checkbox"/> Own your own home</p> <p><input type="checkbox"/> Have a big house</p> <p><input type="checkbox"/> Live in a moderate climate</p> <p><input type="checkbox"/> Live in a warm climate</p> <p><input type="checkbox"/> Have opportunities to get involved in your community</p> <p><input type="checkbox"/> Live close to cultural and entertainment opportunities</p> <p><input type="checkbox"/> Live near the water</p> <p><input type="checkbox"/> Live close to stores</p> <p><input type="checkbox"/> Live in a wooded setting</p> <p><input type="checkbox"/> Live in a community where there are good schools</p> <p><input type="checkbox"/> Live near relatives</p> <p><input type="checkbox"/> Travel frequently</p> <p><input type="checkbox"/> Have time to pursue your interests</p> <p><input type="checkbox"/> Drive an expensive car</p> <p><input type="checkbox"/> Buy designer clothes and accessories</p> <p><input type="checkbox"/> Have one or more pets</p> <p><input type="checkbox"/> Do volunteer work</p> <p><input type="checkbox"/> Be active in church work</p> <p><input type="checkbox"/> Do things often with friends</p> <p><input type="checkbox"/> Go to movies, plays, and concerts often</p> <p><input type="checkbox"/> Go places on weekends</p> <p><input type="checkbox"/> Stay home on weekends</p>

Self-Assess: Skills

At the college level and beyond, it's difficult to objectively measure your skills through a test. Completing the attached checklist will allow you to self-rate your skills and abilities. As you research careers of interests, consider the required skills and whether or not these are skills you feel you possess or could develop. Other ways to identify your skills include reflection on your personal accomplishments, classroom performance in various subjects, previous jobs or volunteer positions held, and feedback you receive from others.

Place an "X" next to each skill that you possess at this time. Place an asterisk (*) next to each skill you wish to develop. When finished, print this page and circle 10 skills you would like to apply to a major or career.

Working With People:

- Advising
- Counseling
- Helping
- Mentoring
- Coaching
- Teaching/training
- Motivating
- Supporting
- Empathizing
- Understanding
- Listening
- Arbitrating
- Resolving conflicts
- Providing customer service

Leading:

- Managing people
- Managing projects
- Decision making
- Problem solving
- Negotiating
- Persuading/Influencing
- Innovating
- Teambuilding
- Empowering others
- Results-oriented
- Assertiveness

Creating:

- Composing
- Playing instruments
- Singing
- Dancing, body movement
- Acting, performing
- Entertaining
- Designing

- Illustrating
- Drawing / Sketching
- Painting
- Sculpting
- Photography
- Interior decorating
- Culinary skill
- Landscaping
- Floral design
- Creative writing
- Appreciating aesthetics
- Imagining
- Inventing
- Expressing

Communicating:

- Researching
- Record keeping
- Analyzing
- Observing
- Evaluating
- Comparing
- Integrating
- Investigating
- Abstract thinking
- Calculating
- Working with numbers
- Budgeting
- Investment planning

Technical:

- Computer skills—hardware
- Computer skills—software
- Programming
- Web design
- Laboratory skills
- Electronics

Physical:

- Good with hands
- Athletically inclined
- Coordination
- Physically strong
- Outdoors-oriented
- Risk taking

Other Key Skills/Characteristics:

- Detail-oriented
- Organized
- Able to meet deadlines
- Open-minded
- Adaptable
- Outgoing
- Team player
- Self-motivated
- Able to work independently
- Conscientious
- Accurate
- Desire to learn and improve
- Reflective
- Patience

Self-Assess: Interests

Most people demonstrate their interests by how they spend their time. Review the list below and place an "X" next to those activities which you currently enjoy doing. Place an asterisk (*) beside those things that you enjoy, but don't presently have the time and/or opportunity to do. Think about which of these interests might translate into a fulfilling career.

- | | | |
|---|---|---|
| <input type="checkbox"/> Being outdoors | <input type="checkbox"/> Conserving natural resources | <input type="checkbox"/> Creating new things |
| <input type="checkbox"/> Rearranging furniture | <input type="checkbox"/> Drawing / painting / sketching | <input type="checkbox"/> Dissecting an organism |
| <input type="checkbox"/> Decorating | <input type="checkbox"/> Bookkeeping | <input type="checkbox"/> Using a microscope |
| <input type="checkbox"/> Collecting things | <input type="checkbox"/> Working with animals | <input type="checkbox"/> Anticipating needs of others |
| <input type="checkbox"/> Listening to music | <input type="checkbox"/> Scientific research | <input type="checkbox"/> Socializing at parties |
| <input type="checkbox"/> Traveling to new places | <input type="checkbox"/> Analyzing movies | <input type="checkbox"/> Visiting older people |
| <input type="checkbox"/> Playing with children | <input type="checkbox"/> Designing things | <input type="checkbox"/> Caring for sick people |
| <input type="checkbox"/> Solving problems | <input type="checkbox"/> Budgeting | <input type="checkbox"/> Giving advice |
| <input type="checkbox"/> Working with numbers | <input type="checkbox"/> Talking about politics | <input type="checkbox"/> Planning events |
| <input type="checkbox"/> Raising funds for causes | <input type="checkbox"/> Data processing | <input type="checkbox"/> Studying artifacts |
| <input type="checkbox"/> Working on cars / machines | <input type="checkbox"/> Studying stocks & investments | <input type="checkbox"/> Playing team sports |
| <input type="checkbox"/> Meeting people | <input type="checkbox"/> Reading novels | <input type="checkbox"/> Playing individual sports |
| <input type="checkbox"/> Building things | <input type="checkbox"/> Science fiction | <input type="checkbox"/> Selling things |
| <input type="checkbox"/> Analyzing systems | <input type="checkbox"/> Writing stories or poetry | <input type="checkbox"/> Working with your hands |
| <input type="checkbox"/> Studying languages | <input type="checkbox"/> Visiting forests & streams | <input type="checkbox"/> Exchanging ideas |
| <input type="checkbox"/> Teaching others | <input type="checkbox"/> Operating computers | <input type="checkbox"/> Church activities |
| <input type="checkbox"/> Supervising others | | |
| <input type="checkbox"/> Public speaking | | |

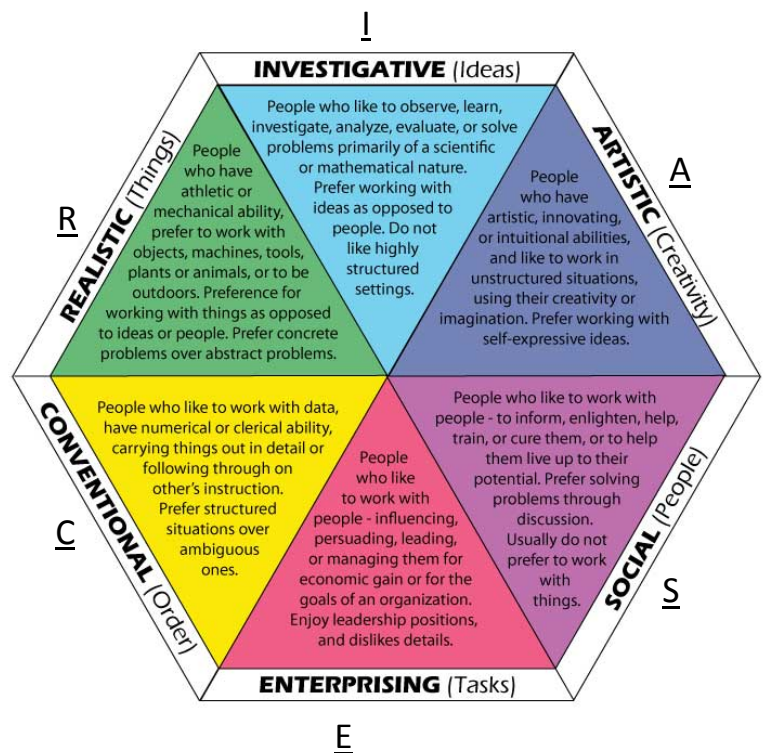
The Holland Code: Interests by Type

Read the description for each category in the hexagon on the left. Of all six categories, which three do you most identify with?

Write the underlined letter of the category you most identify with in the first block below. Write the underlined letter of the category you second most identify with next, and then the third that you most closely identify with in the last block. These three letters are called your Holland Code.

Continue to the next page to match your Holland Code to UTK majors.

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Track Down: Now that you know a little more about your own values, interests, and skills, you can begin to identify and track down information about UTK majors that will complement your preferences. As you explore majors, you will find that patterns emerge as you gain a better understanding of yourself and your options.

Find your *Holland Codes* from page 6 and place an “X” next to majors which interest you. Place a question mark next to majors which you do not want to rule out yet, but need to gather more information about before you feel comfortable placing an “X” next to them.

Realistic

- Architecture
- Agricultural Leadership, Education & Communications
- Animal Science
- Biosystems Engineering
- Food and Agricultural Business
- Food Science and Technology
- Forestry
- Natural Resource & Environmental Economics
- Plant Sciences
- Wildlife and Fisheries Science
- Biological Sciences
- Chemistry
- Clinical Laboratory Science
- Geology and Environmental Studies
- Physics
- Pre-health Programs
- Sociology-Criminology & Criminal Justice
- Logistics
- Architecture
- Recreation & Sport Management
- Kinesiology
- Aerospace Engineering
- Biomedical Engineering
- Chemical & Biomolecular Engineering
- Civil Engineering
- Computer Engineering
- Computer Science
- Electrical Engineering
- Industrial Engineering
- Materials Science and Engineering
- Mechanical Engineering
- Nuclear Engineering

- Wildlife and Fisheries Sciences
- Anthropology
- Biological Sciences
- Chemistry
- Clinical Lab Science
- Economics
- Geography
- Geology & Environmental Studies
- Mathematics
- Neuroscience
- Physics
- Pre-Health Programs
- Psychology
- Sociology
- Statistics
- Accounting
- Business Analytics
- Economics
- Finances
- Logistics
- Kinesiology
- Nutrition
- Therapeutic Recreation
- Aerospace Engineering
- Biomedical Engineering
- Chemical & Biomolecular Engineering
- Civil Engineering
- Computer Engineering
- Electrical Engineering
- Industrial Engineering
- Materials Science and Engineering
- Mechanical Engineering
- Nuclear Engineering
- Nursing

- Africana Studies
- American Studies
- Art History
- Asian Studies
- Comparative Literature
- Classics
- English
- French
- German
- Global Studies
- Graphic Design
- Italian
- Judaic Studies
- Language & World Business
- Latin American Studies
- Linguistics
- Medieval Studies
- Music
- Philosophy
- Religious Studies
- Russian
- Spanish
- Studio Art
- Theatre
- Women’s Studies
- Advertising
- Communication Studies
- Journalism & Electronic Media
- Public Relations
- Art Education
- Hotel, Restaurant, & Tourism Management
- Nutrition
- Retail & Consumer Science

Investigative

- Animal Science
- Biosystems Engineering
- Environmental and Soil Sciences
- Food Science and Technology
- Forestry
- Plant Sciences

Artistic

- Plant Sciences—Landscape Design
- Plant Sciences—Public Horticulture
- Food Science and Technology
- Architecture
- Interior Design

Social

- Agricultural Leadership, Education, & Communications
- Africana Studies
- American Studies
- Asian Studies

- __ Global Studies
- __ Judaic Studies
- __ Latin American Studies
- __ Philosophy
- __ Political Science
- __ Pre-Health Programs
- __ Psychology
- __ Religious Studies
- __ Sociology
- __ Vols Teach
- __ Women's Studies
- __ Human Resource Management
- __ Management
- __ Art Education
- __ Child and Family Studies
- __ Kinesiology
- __ Nutrition
- __ Recreation & Leisure Studies -
 - __ Sport Management
 - __ Therapeutic Recreation
- __ Special Education -
 - __ Communication Disorders
 - __ Educational Interpreting
 - __ Education of Deaf and Hard of Hearing
 - __ Modified Comprehensive
- __ Teacher Education
- __ Nursing
- __ Social Work

Enterprising

- __ Agricultural Leadership, Education & Communications
- __ Food and Agricultural Business
- __ Animal Science
- __ Food Science and Technology
- __ Natural Resource and Environmental Economics
- __ Classics
- __ Economics
- __ English
- __ History
- __ Language and World Business
- __ Philosophy
- __ Political Science
- __ Sociology
- __ Statistics
- __ Accounting
- __ Business Analytics
- __ Economics
- __ Finance

- __ Human Resource Management
- __ Logistics
- __ Marketing
- __ Management
- __ Public Administration
- __ Advertising
- __ Communication Studies
- __ Journalism & Electronic Media
- __ Public Relations
- __ Hotel, Restaurant & Tourism Management
- __ Retail & Consumer Sciences
- __ Industrial Engineering

Conventional

- __ Food & Agricultural Business
- __ Natural Resource & Environmental Economics
- __ Economics
- __ Mathematics
- __ Statistics
- __ Accounting
- __ Business Analytics
- __ Finance
- __ Human Resource Management
- __ Logistics
- __ Management
- __ Marketing
- __ Public Administration
- __ Computer Engineering
- __ Computer Sciences

Find out more about UT majors using...

Academic Program Guides

- Major description
- Potential career opportunities
- Salary Trends
- How to declare the major
- International Opportunities
- Program requirements

<http://www.utk.edu/advising/?cat=24>

As you begin to identify majors that relate to your interests, you may be wondering....

What can I do with that major???

Check out the *what can I do with this major?* website at:
Visit career.utk.edu and click on "What Can I Do With This Major"

MAJORS



CAREERS

While there are some majors that provide a linear and direct path to a career, that is not the case for many majors. Notice how the majors in the table below are easily linked to a specific career path.

Major	Career
Nursing	Nurse
Accounting	Accountant
Engineering	Engineer
Architecture	Architect
Education	Teacher

However, more often than not majors *are not* linked to a specific job or career, but instead can prepare you for a broad range of career options.

Major	Position	Company
Economics	Credit Risk Analyst	TD Bank
Communication Studies	Account Executive	Lowe's Home Improvement
Political Science	Press Assistant	United States Senate
Psychology	Team Coordinator	Lash Group
Marketing	Campaign Director	Charlotte, NC Chamber of Commerce
English: Technical & Professional Writing	Associate Research Analyst	Scripps Network Interactive
Mathematics	Research Manager	Bellomy Research

Do not be afraid to select a major that fits your interests, values, and skills even if you cannot picture a specific job or career that matches your major!

Evaluate and Decide...

After exploring and tracking down information, narrow options you've discovered and use a step-by-step decision making process to help you choose a path. A decision matrix like the one below may help you look objectively at your options and decide which major or career is the best fit for you.

Instructions:

1. Based on what you've learned so far, select the top 3-5 majors or careers of interest to you and that you would like to choose from. Write these in the first column of your decision table.
2. Consider the selection criteria or factors that play into your decision—make them specific. List these in the first row of your table. Use the criteria below *or choose others* like time in school, availability of internships, etc.
3. Now create a 1-10 grading scale for each criterion detailing what constitutes the most negative situation for each criterion (defines the lowest end of the scale) and what constitutes the most positive situation for each criterion (defines the highest end of the scale). Write these in the last row of the table.
4. Using the 1-10 grading scale, rate your options (one at a time) based on each of the criterion.
5. Add the scores for each option and record in the "total" column. The option with the highest total score is your decision!

Major/Career	Interest level	Match w/ skills	Fit with values	Salary	Job Availability	Total
1.						
2.						
3.						
4.						
5.						
	1=love it 10=hate it	1=easy for me 10=extremely difficult	1=wouldn't feel good about self 10=most fulfilling	1=low 10 = high	1=tight market 10=lots of jobs	

Evaluate and Decide...

Are you ready to make a decision?

Yes What? _____

No Why not? _____

If the answer is yes, now it is time to take the next step of action! How are you going to implement the decision? Review your decision. Continue to gather information after a decision is made and revise your decision as necessary. Move on to pages 13-15 to create your action plan.

If the answer is no, try to identify what keeps you from making a decision at this point. Many college students find it difficult to choose a major or career. Here's why some students find it challenging:

- ___ I have made very few important decisions on my own, so I do not know how to take action.
- ___ I feel like I'm choosing a career for the rest of my life; how do I know what I want to do in 30 years?
- ___ I am concerned about what others will think; maybe they will disapprove.
- ___ I feel overwhelmed by and unsure about all the options available to me.
- ___ I tend to procrastinate. I put off making decisions until someone or some event forces me to take action.
- ___ - I am afraid of failing. What if I make the wrong decision or take the wrong action?
- ___ I believe that my future and my decisions are out of my control. Whatever will be - will be.

If you identify with any of these statements, consider discussing it with a career counselor or academic advisor. They can help you make sure that you have a realistic view of the consequences. It is common to overestimate the negative consequences of a decision and counselors can help you stay objective about decision outcomes. Also seek support from those who know you best such as family and friends.

Still need some help?

You can also consider the following decision-making strategies:

- **Clarify decision difficulties** List the things that make your decision a difficult one. Once you clearly define the problems, the solutions are often easier to see.
- **List how you can obtain support** Don't underestimate the help available from friends, relatives, counselors, and others. Although the decision must ultimately be yours, you don't have to go through the decision making process alone.
- **Consider whether a deeper issue may be complicating things** For example, parental pressure, lack of confidence, or motivational problems that may be clouding your decision.
- **Consider a full range of alternatives** There could be alternatives that you may not see at first glance. Talking to others is one of the best methods to explore such alternatives.
- **Spend time clarifying your goals** Decisions should be put within a larger context. If you do not have clear goals, you will find it difficult to make wise choices. Once your goals are clear, the best choice between alternatives often becomes more evident.
- **Make sure that you have a realistic view of the consequences** It is common to overestimate the negative consequences of a decision. Keep things in perspective.
- **Seek additional help** If you typically have difficulty making any decision of importance, schedule an appointment with a psychologist in the Student Counseling Services Center to explore your decision-making style.

Plan Next Steps: Engage in the Process

Freshman Year

- __ Demonstrate excellent academic performance; make the best grades you can every semester.
- __ Discover UT resources including Career Services, Counseling Center, college advising offices, the Student Success Center, and tutorial services.
- __ Meet with your academic advisor to conduct an exploratory advising appointment. Next, meet with a career counselor to discuss your career goals and how your academic goals may correlate to careers.
- __ Explore majors and careers on <http://career.utk.edu>.
 - > Learn about major requirements and potential career paths.
- __ Participate in campus co-curricular activities.
- __ Strengthen your written communication skills in English classes and writing labs.
- __ Register with Hire-A-VOL to look for part-time jobs and familiarize yourself with the system.

Sophomore Year

- __ Meet with a career counselor if still uncertain about major or a college consultant if firmly in one.
- __ Talk to professionals in career fields you are considering. Use *Career Services Guide to the Informational Interview*.
- __ Apply to the Tennessee Apprentice Program or explore other shadowing opportunities.
- __ Get to know faculty in a major of interest. They can discuss career options and provide a letter of reference when you apply for a job or to graduate school.
- __ Start identifying part-time and summer employment, volunteer work or internships in your areas of interest.
- __ Develop a professional quality resume and use Hire-A-VOL to access summer job and internship opportunities. Attend job fairs to look for opportunities.
- __ Meet with you academic advisor and a programs abroad coordinator to plan for a study abroad experience!
- __ Search Career Services' calendar and attend workshops or other events posted.
- __ Enhance your computer skills. Take courses offered by the Office of Information Technology.

Junior Year

- __ Obtain related experience in your field through internships, practicum, field work, or volunteering.
- __ Update your profile and resume in Hire-A-VOL to search for opportunities.
- __ Enroll in one of Career Services' job seeking skills courses, attend workshops, and schedule a mock interview to prepare for your search.
- __ Attend job fairs sponsored by Career Services throughout the year.
- __ Utilize Career Services' graduate school resources and workshops to research schools and programs; set deadlines for required steps.
- __ Choose electives to enhance your qualifications, especially your oral and written communication skills.
- __ Seek leadership roles in co-curricular activities (committee chairs and elected positions). Join career-related student professional associations.

Senior Year

- __ Schedule an appointment with your college consultant to develop a job search strategy.
- __ Research companies and graduate schools of interest. Start looking for opportunities at the beginning of fall semester.
- __ Meet with your academic advisor to conduct a graduation check.
- __ Submit resumes to on-campus interviewing job postings through Hire-A-VOL. Follow up with other job postings in the system.
- __ Participate in Career Services' job fairs throughout the year.
- __ Meet required deadlines for graduate school and create a back-up plan.
- __ Remember that you can use Career Services as an alumnus.

Plan: Begin now. Start here. Create a plan of *action*!

Name _____ Date _____

Indicate all of the actions you plan to take to choose a major or further your career development.

Learn About Yourself

- ___ Complete the self-exploration questions on page 3 of this workbook.

- ___ Complete the **Interests checklist** on page 6 of this workbook **OR** take the **Strong Interest Inventory** (Interests): <https://online.cpp.com/> . Login: utstrong; Password: utstudent; UserID: LEAVE BLANK

- ___ Take **TypeFocus** (Personality): <http://careers.typefocus.com/>
Access Code: utk34

- ___ Complete the **Values Checklist** on page 4 on this workbook.

- ___ Register for **Counselor Education 205: Exploring Majors and Careers**

Explore Majors

- ___ Read **Academic Major Guides**: <http://www.utk.edu/advising/?cat=24>

- ___ Review major requirements and read course descriptions in the **Undergraduate Catalog**: <http://catalog.utk.edu/>

- ___ Review my academic status via **Banner DARS**. Log in to myutk.utk.edu. Scroll down to “Student Academic Links” and select Banner DARS.

- ___ Make an appointment to meet with an academic advisor in one of the nine undergraduate colleges or with a faculty member in a discipline you are curious about. See **page 15** of this workbook for Advising center contact information.

- ___ Visit **What Can I Do With this Major?**: Go to career.utk.edu and select the What Can I Do With This Major icon.

- ___ Meet with the following **Academic Advising Centers** or **Departments**:

Research Careers

- ___ Examine occupational profiles, including *occupation specific tasks and detailed work activities*, at **Career One Stop**: <http://www.careeronestop.org/>; click Browse Occupations

- ___ View key attributes of occupations and workers, *including interests, work styles and work values*, at **ONET OnLine**: <http://online.onetcenter.org/>

- ___ Read *industry, career and real people profiles* at **WetFeet**: <http://www.wetfeet.com/?key=tennessee>; After registering, see Career Advice at bottom.

___ Consider career reports from the Department of Labor’s **Occupational Outlook Handbook**: <http://www.bls.gov/oco/>

___ Explore testimonials from individuals in your profession of interest on **Candid Career**:
<https://www.candidcareer.com/index.php>

___ Talk to the following people in my **personal or professional network**:
http://www.quintcareers.com/informational_interviewing.html

Gain Experience

___ Search for a **part-time job**. Log into myutk.utk.edu and scroll down to “Student Academic Links.”
Select **HIRE-A-VOL** and log in!

___ Investigate **student organizations**: <http://go.utk.edu/> or join a **student activities committee**: <http://activities.utk.edu/>

___ Lead and volunteer with the **Center for Leadership and Service**: <http://leadershipandservice.utk.edu/index.php>

___ Learn more about **internships**: <http://career.utk.edu/students/job-internship-search/>

Utilize Career Services and the Arts & Sciences Advising Center

___ Meet with a **Career Counselor** to discuss choosing my major. Contact Career Services at 865-974-5435 to schedule your appointment.

___ Meet with an **Exploratory Advisor** to discuss the academic requirements for your major(s) of choice. Contact Arts and Sciences Advising at 865-974-4483 to schedule your appointment.

___ Meet with a **College Consultant** for industry-specific career advising:
<http://career.utk.edu/meet-the-staff/>

Three steps I can take today are:

College Advising Centers

College	Advising Office Phone Numbers	Advising Office Locations	Advising Office Websites
Agricultural Sciences and Natural Resources	865-974-7303	2621 Morgan Circle, Room 125	https://ag.tennessee.edu/casnr/Pages/AcademicDepartments.aspx
Architecture and Design	865-974-0656	224 Art + Architecture Building	http://archdesign.utk.edu/students/student-success-center/
Arts and Sciences	865-974-4483	313 Ayres Hall	http://artsci.utk.edu/advising/
Business Administration	865-974-5096	342 Haslam Business Building	http://bus.utk.edu/undergrad
Communication and Information	865-974-3606	202 Communications Building	http://www.cci.utk.edu/advising
Education, Health and Human Sciences	865-974-8194	332 Bailey Education Complex	http://web.utk.edu/~cehhsstu/advising/default.html
Engineering	865-974-4008	202 Estabrook Hall	http://www.engr.utk.edu/advising/
Nursing	865-974-4151	203 Nursing Building	http://nursing.utk.edu/academics/BSN/bsnadvising.aspx
Social Work	865-974-3351	303 Henson Hall	http://www.csw.utk.edu/students/bssw/index.htm

If you selected a major or identified multiple majors of interest to you, please schedule an appointment with an advisor in the college which houses that major. Meeting with an advisor does not mean you intend to declare a major, but it's a great first step in your information-gathering process.



100 Dunford Hall • 865-974-5435
 career.utk.edu • @VolCareers



313 Ayres Hall • 865-974-4481
 artsci.utk.edu/advising/ • @UTK_AS_Advising