

**#exploreCAS**

***Start here.***

# Go. Find your track. Begin now. Start here.

#exploremajors #explorecareers

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 the Center of Career Development 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-oriented**. 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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### ARTS & SCIENCES ADVISING SERVICES

313 Ayres Hall • 865-974-4481 • [artsci.utk.edu/advising](http://artsci.utk.edu/advising) • @UTK\_AS\_Advising

CENTER FOR CAREER DEVELOPMENT: Student Union Level 2 • 865-974-5435 • [career.utk.edu](http://career.utk.edu) • @VolCareers

# Model to Career Decision-Making

Selecting a major and making decisions about a career is an ever-evolving process that includes self-assessment, exploration, experience, and action.



## Self-Assess

Specify what you want by assessing your interests, personality, skills, work & lifestyle values

## Explore

Research college majors and how they relate to careers

Explore occupations of interest-responsibilities, types of employers, salary, supply and demand, etc.

## Experience & Evaluate

Talk to people in fields of interest or set-up shadowing experiences

Reality test interests through volunteer work, part-time jobs, or internships

Consider all options

Weigh pros and cons

Make a decision

## Take Action

Set major and career goals

Develop an action plan to achieve goals

# 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.*

## WORK VALUES

### WORK TASKS

- Perform different tasks everyday
- Perform similar tasks everyday
- Work with hands or tools
- Work with numbers
- Help people who have needs
- Influence opinions or decisions
- Engage in physical tasks
- Engage in creative tasks Engage in research
- Engage in intellectually stimulating tasks

### WORK SETTING

- Indoors, in own office
- Indoors, other than an office
- Outdoors
- Combination of indoors & outdoors
- Urban/suburban setting
- Rural setting
- Home-based work setting

### WORK HOURS AND PACE

- Regular shift of 8 hrs/day
- Varying schedule/set own hours
- Not working evenings/weekends
- Little or no pressure
- Fast-paced environment
- Competitive environment

### INTERPERSONAL ASPECTS

- Work independently
- Work with a team
- Supervise others
- Meet new people regularly
- Work with supportive co-workers

### PAY, BENEFITS, REWARDS

- Good benefits package
- Job security High base salary
- Opportunity for large salary increases
- Commission base salary
- Social prestige / respect associated with job title

### EDUCATION

- No more than bachelors degree required
- No more than masters degree required

## LIFESTYLE VALUES

- Live in a rural setting
- Live in a suburban setting
- Live in a city
- Live close to work
- Own your own home
- Have a big house
- Live in a moderate climate
- Live in a warm climate
- Have opportunities to get involved in your community
- Live close to cultural and entertainment opportunities
- Live near the water
- Live close to stores
- Live in a wooded setting
- Live in a community where there are good schools
- Live near relatives Travel frequently
- Have time to pursue your interests
- Drive an expensive car
- Buy designer clothes and accessories
- Have one or more pets Do volunteer work
- Be active in church work
- Do things often with friends
- Go to movies, plays, and concerts often
- Go places on weekends
- Stay home on weekends

# 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
- Team building
- Empowering others
- Results-oriented
- Assertiveness

## **CREATING:**

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

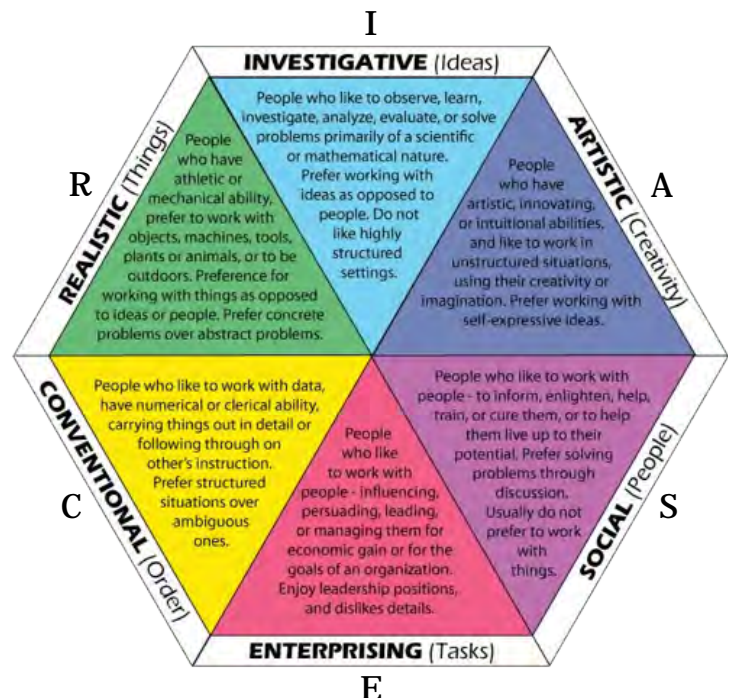
## The Holland Code: Interests by Type

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 UT majors.

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# Explore

Now that you know a little more about your own values, interests, and skills, you can begin to identify and explore information about UT 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

## Investigative \_\_\_\_\_

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

## Artistic \_\_\_\_\_

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

## 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
- Human Resource Management Logistics
- Logistics
- Marketing
- Management
- 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

**[artsci.utk.edu/advising/major-guides/](https://artsci.utk.edu/advising/major-guides/)**

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

## ***What can I do with this major?***

Go to **[career.utk.edu](https://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	Chamber of Commerce
Mathematics	Research Manager	Bellomy Research
English: <i>Technical &amp; Professional Writing</i>	Associate Research Analyst	Scripps Network Interactive

***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!***



# Experience & Evaluate: Experiential Learning

Experiential learning allows you to enhance your personal and professional development through direct experience and reflection. These experiences can help you clarify your career goals, gain valuable experience and skills, and develop a professional network that can positively impact your job and/or graduate school outcomes.

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## Types of Experiential Learning

*There is a variety of options for you to gain experience to support your academic and career goals. Below are some of the common experiences in which UT students participate.*

- **Internships & Co-ops**
- **Externships & Job Shadowing**
- **Part-Time Jobs, Work-Study, and Seasonal Student Employment**
- **Fellowships**
- **Community Service (Volunteering, Service Corps and Post-graduate Service)**
- **Student Life & Campus Leadership**
- **Undergraduate Research**
- **Programs Abroad**
- **Clinical Work**
- **Field Work/Practicum**
- **Student Teaching**

To learn more about each and resources available for getting involved please visit:  
[career.utk.edu/students/experiential-learning](http://career.utk.edu/students/experiential-learning)

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## UT and Experience Learning

The University of Tennessee's new EXPERIENCE LEARNING initiative will "transform our culture to give students more opportunities to be involved in civic engagement, to solve complex real-world problems, and to contribute to the welfare of their communities as part of their regular course work."

To learn more about this exciting new initiative at [experiencelearning.utk.edu](http://experiencelearning.utk.edu)

# Experience & Evaluate: Decision Matrix

After exploring and gaining some experience, 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 = I wouldn't feel good about self 10 = most fulfilling	1 = low 10 = high	1 = tight market 10 = lots of jobs	

# Experience & Evaluate: Decision Making Strategies

## 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.

# Take Action: *Engage in the Process*

## FIRST YEAR: SELF ASSESS

- \_\_\_ Stop in the Center for Career Development  
*Follow us online!*
- \_\_\_ Visit *What can I do with this major?* at [career.utk.edu](http://career.utk.edu)
- \_\_\_ Take **personality/career assessments** such as the Strong Interest Inventory and TypeFocus
- \_\_\_ Meet with a **career counselor**
- \_\_\_ Enroll in Exploring Majors & Careers - Counselor Ed. 205
- \_\_\_ Explore interests by shadowing and speaking with professionals in a variety of occupations
- \_\_\_ Discover other UT resources including college **advising offices**, the **Counseling Center**, the **Student Success Center**, and **tutorial services**
- \_\_\_ Register with **Hire-A-VOL** to take advantage of part-time jobs and internships in your area of interest
- \_\_\_ Begin planning for involvement in campus **activities, student organizations, research, leadership and service programs** and **study abroad**

## SECOND YEAR: EXPLORE

- \_\_\_ Meet with center professionals to formulate goals
- \_\_\_ Conduct **informational interviews** with professionals to test interests and develop contacts
- \_\_\_ Build your **resume** through involvement on campus and work-related experiences including volunteering, part-time jobs and internships
- \_\_\_ Visit the office and have your resume critiqued by a **peer career advisor**
- \_\_\_ Update your **Hire-A-VOL** profile and create a LinkedIn account; manage your social media presence professionally
- \_\_\_ Establish relationships with faculty in a major of interest for work and graduate school recommendations
- \_\_\_ Attend center workshops, networking events, panels and job fairs; plan to attend Sophomore Boot Camp in January
- \_\_\_ Maintain a high GPA to compete for positions and graduate school

## THIRD YEAR: EXPERIENCE

- \_\_\_ Schedule an appointment with your **college consultant** to assess your goals
- \_\_\_ Continue to build your personal brand and update your resume
- \_\_\_ Utilize **Hire-A-VOL** and your network to secure an internship, research experience or other opportunity related to your goal
- \_\_\_ Attend job fairs throughout the year (many employers visit campus in the fall to secure summer interns)
- \_\_\_ Seek leadership positions in co-curricular activities
- \_\_\_ Participate in career-related **student professional associations**
- \_\_\_ Schedule a practice **interview** to develop your professional communication skills
- \_\_\_ Enroll in one of the center's job search strategies **courses**
- \_\_\_ (For potential graduate students) Utilize **graduate school resources** and workshops to research schools and programs; set deadlines for required steps
- \_\_\_ Attend center events to strengthen job search skills

## FOURTH YEAR: TRANSITION

- \_\_\_ Schedule an appointment with your **college consultant** to strategize post-graduate plans
- \_\_\_ Research companies, opportunities and job fairs at the beginning of fall semester
- \_\_\_ Utilize **Hire-A-VOL** to identify positions and develop targeted resumes and cover letters
- \_\_\_ Take advantage of on-campus recruiting opportunities
- \_\_\_ Enroll in one of the center's job search strategies **courses**
- \_\_\_ Continue to network and conduct informational interviews with professionals in your field
- \_\_\_ (For potential graduate students) Have your personal statement critiqued, meet required deadlines for **graduate school**, and create a back-up plan
- \_\_\_ Complete the first-destination survey to share your success!

# Take Action: Begin now. Start here. *Create a plan!*

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: utstudent1; 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/major-guides/>
- \_\_ 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](http://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](http://career.utk.edu) and select the **What Can I Do With This Major** icon.
- \_\_ Meet with the following **Academic Advising Centers** or **Departments**:

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## 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/>
- \_\_ 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](http://www.quintcareers.com/informational_interviewing.html)

## Gain Experience

- \_\_ Search for a **part-time job**. Log into [myutk.utk.edu](http://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**: [career.utk.edu](http://career.utk.edu)

## Utilize the Center of Career Development and the Arts & Sciences Advising Center

- \_\_ Meet with a **Career Counselor** to discuss choosing my major.  
Contact the Center of Career Development 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: [career.utk.edu](http://career.utk.edu)

**Three steps I can take today are:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# College Advising Centers

## 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 • 24 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://ehhsstudentservices.utk.edu/>

## Engineering

865-974-4008 • 202 Estabrook Hall

<http://www.engr.utk.edu/advising/>

## Nursing

865-974-4151 • 203 Nursing Building

[https://nursing.utk.edu/academic\\_programs/Pages/bsn.aspx](https://nursing.utk.edu/academic_programs/Pages/bsn.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*.



313 Ayres Hall • 865-974-4481  
[artsci.utk.edu/advising/](http://artsci.utk.edu/advising/)  
[@ArtsSciencesUT](https://twitter.com/ArtsSciencesUT)

## CENTER FOR CAREER DEVELOPMENT:

Student Union Level 2 • 865-974-5435

[career.utk.edu](http://career.utk.edu)

[@VolCareers](https://twitter.com/VolCareers)