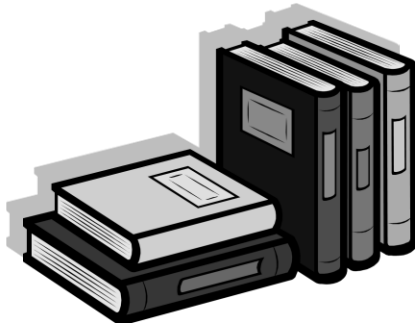




## **WELCOME TO THE KUTZTOWN UNIVERSITY CAREER DEVELOPMENT CENTER**

This Guidebook is designed to assist you in choosing a major and introduce you to the services of the Career Development Center (CDC).

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# Myths about Majors

Many college students have misperceptions about majors and the impact that choice will have on their lives. Often these misperceptions hold students back from following their dreams. Here are some common misperceptions.

## **My major will determine my career.**

**False.** While certain majors such as education, computer science, and accounting prepare students for specific career paths, most majors provide background and skills that are transferable to many career fields. In fact, students who major in the Liberal Arts and Sciences find that they have a wide variety of career options because they have developed broad-based skills that can be applied in many career fields.

## **I can ensure employment after graduation by choosing a career in a "high demand" field.**

**False:** The job market moves in cycles. Jobs that are considered "hot" right now may not be "hot" when you graduate. Jobs also change over time. Some current jobs will become obsolete and new jobs will emerge. One way to ensure that you have the "right" skills for the changing job market is to develop transferable skills such as writing, speaking, problem-solving, team-building, and computer skills.

## **It is a good idea to get my general education courses out of the way first and decide on an academic major later.**

**False:** General Education requirements can vary greatly from major to major. So, it is essential that you begin to explore majors as early as possible in your college career and you work closely with your faculty advisor each semester to choose your courses.

Remember that any delay in choosing/changing a major may extend your graduation date beyond four years, especially in majors that have a very structured course sequence.

## **The best way to find a major is by taking courses in different areas until I find one that really interests me.**

**False:** There are over 50 majors and 30 minors at Kutztown University. Exploring majors by sampling courses and eliminating potential majors one course at a time is both time-consuming and expensive. You can learn a lot about majors by reviewing course descriptions and program requirements, talking with faculty and students in various majors, participating in student organizations related to your major of interest, and browsing through required textbooks in the bookstore. Additional ideas for making an informed decision about your major are highlighted in this guidebook.

## Did You Know?

Up to **80%** of entering college students admit they are not certain about what they want to major in, even if they have chosen a major.

**50 – 75%** of all college students change their major at least once.

Being **uncertain** about a major actually puts you in the majority of college students.

## The Truth About Majors (& Minors)

Kutztown University offers over 50 majors and 30 minors. Organizationally, each major and minor is associated with one of the four colleges; The College of Business, The College of Education, The College of Liberal Arts and Sciences, and The College of Visual and Performing Arts. Within the college, majors are then organized into academic departments. Each academic department has a chairperson and secretary who can answer questions and provide information on each major and minor. See page 15 for department locations.

### Academic MAJORS

A major is an in-depth study in a specific discipline. Each major has a specific set of degree and course requirements which leads to attainment of a bachelor's degree.

### Academic MINORS

A minor is an academic program that is less comprehensive than major, usually requiring 18-24 credits to complete. An academic minor may be chosen to complement your major. For example, a criminal justice major might complete a minor in psychology or a political science student might complete a minor in communication studies. A minor can also be chosen simply based on personal interest. For example, a marine science major may complete a minor in music or a computer science major may complete a minor in women's studies. If you are interested in selecting a minor, consult with your faculty advisor.

Learn more about KU majors and minors by visiting the academic department website and reviewing the course offerings and degree requirements. Use the following URL for easy access to all department websites.

[www.kutztown.edu/academics/index.asp](http://www.kutztown.edu/academics/index.asp)

# Choosing A Major

Choosing a major is a process that involves assessing, researching, and evaluating your options. Because it takes some time to work through the steps it is important to start this process as soon as possible. The four steps outlined below will guide you through the process of exploring, choosing, and declaring a major that is the best fit for you.

- 1. Learn about Yourself** - Knowing yourself well is essential to choosing a major that builds on your skills and complements your interests and values.
- 2. Gather Information** - Researching and gathering information about majors and careers is necessary to make an informed choice.
- 3. Evaluate your Options** - Reviewing and evaluating major and career options is important to the decision making process.
- 4. Declare your Major** - Committing to a major requires following specific procedures and timelines established by the academic department.

## I. Learn about Yourself

Self-assessment is an essential element in making informed and realistic decisions about your major and career. The following resources help you to identify and explore important aspects of your personality and get a clearer picture of your vocational preferences.



### A- CAREER ASSESSMENTS/INVENTORIES

Career assessments help you to identify your skills, abilities, interests and values. These “tests” help you more clearly identify and target both majors and careers that complement your personality.

The CDC offers four primary career assessment instruments: **The Career Key, Focus, Strong, and MBTI**. Contact the CDC ([careers@kutztown.edu](mailto:careers@kutztown.edu) or 610-683-4067) for the ID and password information.

After completing an assessment, we recommend you make an appointment with a staff member to review your personal results and to help you learn about yourself.

## B- REFLECTION

Reflection is defined as fixing your thoughts on something...giving careful consideration. Learning about yourself and your preferences requires some quiet space to reflect on your past experiences and future aspirations. The questions below are designed to help you look at careers and work life in a new way. Hopefully these questions will generate some ideas and will lead you to discover more possibilities, ask more questions, and explore alternative careers and majors.

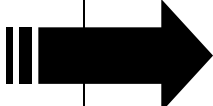
- *What activities do you engage in or talk about that cause you to lose track of time?*
- *If money was not a concern, what work would you be willing to do for FREE?*
- *What ONE thing would you dare to attempt if you knew you could not fail?*
- *What type of issues, needs, and opportunities really motivate you and seem to give you energy?*
- *Describe the “perfect JOB” (not life) in terms of duties and responsibilities.*

Source: *Thinking Skills: Finding Your Purpose*. Retrieved May 2007, Real World University. <<http://www.rwuniversity.com/articles.cfm?=32&action=show>>

## C- Your Personality and Choice of Careers and Majors

According to Dr. John Holland’s theory of vocational choice “your personality is a product of both your heredity and life experiences and that these in turn influence your preferences for a variety of activities and tasks. Your preferences develop into leisure and school interests and later work-related interests that give you pleasure and satisfaction” (Gordon & Sears, 2010). Understanding both your preferences and Dr. Holland’s theory will help you to make good decisions about academic majors and careers.

Dr. Holland identified six vocational personality types or themes which are described on the next several pages. Most people identify closely with two or three of the six types. Select the two or three that best describe you.

<ul style="list-style-type: none"><li>• Realistic</li><li>• Investigative</li><li>• Artistic</li></ul>	<ul style="list-style-type: none"><li>• Social</li><li>• Enterprising</li><li>• Conventional</li></ul>	
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# Realistic Types

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Realistic people tend to enjoy activities that include practical, hands-on problems and solutions. They typically enjoy dealing with plants, animals and real-world materials such as wood, tools, and machinery. Typically, they avoid occupations that involve doing paperwork or working closely with others.

## Realistic types often describe themselves as:

- Reliable
- Practical
- Athletic
- Persistent
- Reserved
- Thrifty
- Well-coordinated
- Adventurous

## Realistic types often have skills in:

- Making and repairing things
- Problem solving with tools and machines
- Physical coordination
- Handling emergencies
- Handling plants and animals
- Operating tools, machinery, and computers

## Realistic types often enjoy these activities:

- Hiking, camping, or other outdoor activities
- Participating in sporting events
- Gardening or landscaping
- Hunting, fishing, or target shooting
- Raising and caring for animals
- Repairing cars, machinery, computers, or appliances
- Working outdoors
- Physical fitness/working-out
- Skydiving, mountain climbing, and/or auto racing

## KU majors for Realistic types:

- Anthropology
- Biochemistry
- Biology
- Chemistry
- Computer Science
- Crafts
- Criminal Justice
- Electronic Media
- Environmental Science
- Geography
- Geology
- Leisure & Sport Studies
- Management
- Marine Science
- Mathematics
- Physics

## Career possibilities for Realistic types:

Aircraft Mechanic, Air and Water Quality Technician, Animal Caretaker, Animal Scientist, Appraiser, Architectural Drafter, Athlete, Automotive Engineer, Automotive Mechanic, Baker/Chef, Biological Technician, Biomedical Equip. Technician, Border Patrol Agent, Broadcast Technician, Carpenter, Cartographer, Coach, College Professor (Engineering), Computer Systems Analyst, Computer Repairer, Conservation Scientist, Construction Worker, Construction Manager, Correctional Officer, Customer Service Rep. (Technical), Dental Assistant, Drafter, Emergency Medical Technician, Engineering Technician, Environmental Engineer, Electrician, Electrical Engineering, Electronics Engineer, EPA Inspector, Firefighter, Fire Inspector, Fish and Game Warden, Floral Designer, Forester, GIS Specialist, Horticulturist, Laboratory Technician, Landscaper/Gardener, Machinist, Map Technician, Marine Biologist, Mechanical Engineer, Mining Engineer, Oceanographer, Optician, Painter, Paramedic, Pharmacy Technician, Pilot, Plumber, Police Officer, Production Manager, Project Manager, Property Manager, Quality Control Specialist, Recording Engineer, Safety Inspector, Security Guard, Software Technician, Surveyor, Teacher- (Industrial Arts/Agriculture), Wildlife Agent.

# Investigative Types

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Investigative people tend to enjoy activities that have to do with ideas and thinking rather than with physical activity. They enjoy searching for facts and figuring out problems mentally rather than persuading or leading people.

## Investigative types often describe themselves as:

- Analytical
- Curious
- Intelligent
- Observant
- Precise
- Logical
- Independent
- Scientific

## Investigative types often have skills in:

- Researching
- Solving complex calculations
- Using microscopes or computers
- Writing technical papers
- Interpreting formulas

## Investigative types often enjoy these activities:

- Playing games of strategy
- Using computers
- Reading
- Sailing and scuba diving
- Visiting museums
- Collecting rocks, stamps, or coins
- Solving crossword puzzles
- Studying astronomy
- Working independently

## KU majors for Investigative types:

- Anthropology
- Biochemistry
- Biology
- Chemistry
- Computer Science
- Criminal Justice
- Environmental Science
- Geography
- Geology
- German Studies
- History
- Marine Science
- Mathematics
- Physics
- Political Science
- Psychology
- Secondary Ed. Math/Science
- Sociology
- Spanish

## Career possibilities for Investigative types:

Actuary, Aeronautical Engineer, Agronomist, Animal Scientist, Anesthesiologist, Anthropologist, Archeologist, Astronomer, Audiologist, Biochemist, Biologist, Botanist, Cartographer, Chemical Engineer, Chemical Technician, Chemist, Chiropractor, Civil Engineer, College Professor (Computer Science, Health Sciences, Mathematics, Physical and Life Sciences), Computer Programmer, Computer Systems Analyst, Criminalist, Curator, Data Base Administrator, Dentist, Ecologist, Economist, Electrical Engineer, Environmental Engineer, Environmental Scientist, Food Scientist, Forensic Scientist, Geneticist, Geodetic Surveyor, Geographer, Geologist, Hazardous Waste Technician, Horticulturalist, Hydrologist, Laboratory Technician, Land Surveyor, Market Research Analyst, Mathematician, Medical Laboratory Technician, Meteorologist, Microbiologist, Nuclear Engineer, Nurse Practitioner, Oceanographer, Pediatrician, Pharmacist, Physician, Physician Assistant, Physicist, Psychiatrist, Psychologist, Radiologist, Research Analyst, Sociologist, Software Engineer, Soil Scientist, Statistician, Surgeon, Surgical Technician, Technical Writer, Translator, Veterinarian, Zoologist.

# Artistic Types

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Artistic people tend to enjoy creative activities that deal with forms, designs and patterns. They tend to prefer self-expression in their work and an environment where work can be done without following a clear set of rules.

## Artistic types often describe themselves as:

- Creative
- Expressive
- Emotional
- Impulsive
- Intuitive
- Independent
- Idealistic
- Imaginative

## Artistic types often have skills in:

- Sketching, drawing, or painting
- Writing stories, poetry, or music
- Designing fashions or decorating
- Acting, dancing, or singing
- Playing an instrument

## Artistic types often enjoy these activities:

- Attending concerts, theatres or art exhibits
- Reading fiction, plays, and poetry
- Taking photographs
- Writing poetry, stories, or music
- Creating or collecting artwork
- Acting and performing, or dancing
- Playing a musical instrument
- Visiting museums and/or traveling
- Decorating
- Learning and speaking foreign languages

## Career possibilities for Artistic types:

Actor/Actress, Advertising Art Director, Advertising Manager, Animator, Architect, Archivists, Art Director, Audio/Visual Production Specialist, Author, Book Editor, Broadcast Journalist, Camera Operator, Cartoonist, Choral Director, Choreographer, College Professor (Art, Drama, English, Foreign Languages, Music), Composer, Copywriter, Costume Designer, Creative Director, Dancer, Editor, Exhibit Display Designer, Fashion Designer, Film Director, Film/Video Editor, Graphic Designer, Interior Designer, Illustrator, Journalist/Reporter, Landscape Architect, Lawyer, Lay-out Artist, Librarian, Make-Up Artist, Medical Illustrator, Model, Multimedia Artist, Museum Curator, Musician, Music Director, News Writer, Orchestra Conductor, Painter, Painting Restorer, Photographer, Photojournalist, Poet, Printmaker, Producer, Product Designer, Program Director (Radio, TV), Publication Assistant, Public Relations Specialist, Reporter, Screen Writer, Set Designer, Singer, Speech Writer, Stage Technician/Manager, Teacher (Art, Drama, Music, Foreign Language), Technical Illustrator, Technical Writer, Writer.

## KU majors for Artistic types:

- Art Education
- Communication Design
- Communication Studies
- Crafts
- Electronic Media
- Elementary Education
- English
- English-Professional Writing
- German Studies
- Library Science
- Music
- Music Education
- Philosophy/Religious Studies
- Secondary Education- English
- Secondary Education- German/Spanish
- Spanish
- Studio Art

# Social Types

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Social people prefer activities that assist others and promote learning. They enjoy communicating more than working with objects, machines, or data. They particularly like to teach, give advice, help or otherwise be of service.

## Social types often describe themselves as:

- Friendly
- Helpful
- Responsible
- Insightful
- Patient
- Cooperative
- Generous
- Tactful

## Social types often have skills in:

- Teaching others
- Listening and understanding others
- Expressing yourself verbally
- Developing relationships
- Mediating disputes
- Cooperating well with others

## Social types often enjoy these activities:

- Doing community service projects
- Participating in family or group activities
- Playing team sports
- Helping others with personal concerns
- Making new friends and/or entertaining
- Organizing social events
- Talking with friends
- Attending workshops and conferences
- Caring for children and/or the elderly

## Career possibilities for Social types:

Art Therapist, Athletic Director, Athletic Trainer, Child Welfare Worker, Clergy/Religious Worker, Coach, College Professor (Education, Social Sciences), College Administrator/Academic/Student Affairs Professional, Correctional Officer, Counseling/Clinical Psychologist, Counselor/Therapist, Cosmetologist, Dental Hygienist, Detective, Dietician, Director (Radio/TV), Emergency Medical Technician, FBI/CIA Agent, Historian, Human Resources Specialist, Insurance Claims Examiner, Interpreter, Labor/Employee Relations Specialist, Librarian, Marriage and Family Counselor, Mental Health Counselor, Museum Director, Music Therapist, Narcotics/Vice Investigator, Nurse/Mid-wife, Occupational Therapist, Paralegal, Personnel Recruiter, Physical Therapist, Police Officer, Political Scientist, Preschool Teacher, Probation/Parole Officer, Producer (Radio/TV), Radiological (X-Ray) Technician, Real Estate Appraiser, Recreation Leader/Director, Recreation Therapist, Registered Nurse, Rehabilitation Counselor, School Counselor, School Principal, Social Worker, Sociologist, Sports Instructor, Substance Abuse Counselor, Teacher, Welfare Counselor.

## KU majors for Social types:

- Art Education
- Communication Studies
- Criminal Justice
- Electronic Media
- Elementary Education
- English
- German Studies
- History
- Library Science
- Leisure & Sport Studies
- Marketing
- Music Education
- Philosophy/Religious Studies
- Political Science
- Psychology
- Public Administration
- Social Work
- Sociology
- Secondary Education
- Spanish
- Special Education

# Enterprising Types

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Enterprising people prefer activities that involve starting up and carrying out projects. They prefer persuading and leading people and making decisions. They also enjoy taking risks for profit and favor action over thought.

## Enterprising types often describe themselves as:

- Ambitious
- Sociable
- Optimistic
- Enthusiastic
- Self-confident
- Persuasive
- Competitive
- Adventurous

## Enterprising types often have skills in:

- Leading a group
- Selling things or promoting ideas
- Giving speeches
- Organizing activities
- Initiating projects

## Enterprising types often enjoy these activities:

- Entertaining and socializing
- Discussing politics
- Being elected to leadership positions
- Attending meetings or conferences
- Raising money for community groups
- Meeting important people
- Watching and/or participating in sports
- Making decisions that affect others

## Career possibilities for Enterprising types:

Accountant, Advertising Manager, Advertising Sales Representative, Announcer (Radio/TV), Auditor, Automobile Salesperson, Benefits Manager, Business Manager, Buyer, Chief Executive Officer, Chief Operating Officer, Claims Adjuster, Controller, Convention/Meeting Planner, Correctional Officer, Credit Analyst, Customs Inspector, Department Manager, Educational Administrator, Event Planner, Film/Video Producer, Financial Planner, Financial Manager, Flight Attendant, Food Service Manager, Funeral Director, General Manager, Health Club Manager, Hotel Manager, Insurance Agent, Interpreter, Immigration Inspector, Journalist, Judge, Lawyer, Legislator, Newscaster, News Anchor, Manufacturer's Representative, Operation Manager, Paralegal, Private Investigator, Property Manager, Public Relations Representative, Public Relations Manager, Purchasing Agent, Radio/TV News Director, Radio/TV Station Manager, Records Manager, Restaurant Manager, Retail Sales Person, Retail Sales Service Manager, Safety Inspector, Sales Manager, Security Trader, Security Officer, School Principal, Social Director, Social Services Director, Stockbroker, Tax Accountant, Traffic Clerk, Travel Agent, Treasurer, Underwriter, Urban Planner.

## KU majors for Enterprising types:

- Accounting
- Communication Design
- Communication Studies
- Criminal Justice
- Electronic Media
- Elementary Education
- English-Professional Writing
- Environmental Science
- Finance
- History
- Leisure & Sport Studies
- Library Science
- Management
- Marketing
- Political Science
- Psychology
- Public Administration
- Secondary Education
- Social Work
- Special Education

# Conventional Types

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Conventional people tend to enjoy following set procedures and routines. They like working with details and data rather than ideas. They also prefer working where the lines of authority are clear.

## Conventional types often describe themselves as:

- Practical
- Accurate
- Systematic
- Structured
- Well-organized
- Efficient
- Obedient
- Conscientious

## Conventional types often have skills in:

- Collecting things
- Playing computer or card games
- Managing financial records
- Exercising
- Arranging and organizing things/events
- Working with numbers
- Reading magazines
- Volunteering for community organizations

## Conventional types often enjoy these activities:

- Keeping accurate records
- Using a computer
- Writing effective business letters and reports
- Completing paper work
- Organizing information

## Career possibilities for Conventional types:

Accountant, Administrative Assistant, Archivist, Auditor, Benefits Clerk, Bill and Account Collector, Billing Clerk, Bookkeeper, Brokerage Clerk, Budget Analyst, Building Inspector, Buyer, Cashier, Catalog Librarian, Claims Clerk, Collections Agent, Computer Operator, Computer Programmer, Computer Security Specialist, Cost Accountant, Cost Estimator, Court Reporter, Credit Inspector, Customer Service Representative, Customs Inspector, Desktop Publisher, Dispatcher, Financial Analyst, Hospital Records Clerk, Hotel Desk Clerk, Human Resource Specialist, Information/Records Clerk, Insurance Underwriter, Internal Auditor, Legal Secretary, Library Assistant, Loan Officer, Management Analyst, Medical Records Technician, Mortgage Processor, Museum Registrar, Paralegal, Payroll Clerk, Personal Finance Advisor, Proofreader, Purchasing Clerk/Technician, Reservation Agent, Safety Inspector, Securities Sales Agent, Shipping and Receiving Clerk, Receptionist, Revenue Agent, Statistical Clerk, Stock Clerk, Tax Examiner, Tax Preparer, Ticket Agent, Title Examiner.

## KU majors for Conventional types:

- Accounting
- Computer Science
- Finance
- Library Science
- Management
- Mathematics
- Public Administration

## 2. Gather Information

Now that you have gained some knowledge about your skills, interests and values and identified majors and careers that are compatible with your vocational personality, use the resources on the following pages to gather information. Having a greater understanding of majors and careers will help you to narrow down your options and make informed decisions about your future.

### Resources for Exploring Majors

**KU Department Websites** ([www.kutztown.edu/academics/index.asp](http://www.kutztown.edu/academics/index.asp))

Access to all KU academic departments, descriptions of academic majors and required courses.

**Major Discovery Series** ([mds.kutztown.edu](http://mds.kutztown.edu))

Link to the KU Career Development Center website where you can explore career opportunities associated with KU majors, potential employers, professional associations and websites specific to the major.

**Research College Majors** (<http://www.princetonreview.com/majors.aspx>)

Searchable database of college majors that includes a brief description of each field of study and lists related majors. (KU majors can be researched on the KU website listed above)

**What can I do with a major in...?**

(<http://cdc.dept.kutztown.edu/students/majors/index.html>)

Outlines of common career areas, employers and strategies designed to maximize career opportunities.

### Additional Strategies for Exploring Majors

1. **Read the descriptions of courses** offered at KU. Reading course descriptions may give you valuable insight about majors you may be considering or pique your interest in areas you may not have considered.
2. To get a better understanding of what it will be like to major in a particular field, **talk to people who really know**— students and faculty who are currently studying or teaching in the major. Informational interviews are another great way to get practical information about a specific major.

Informational Interview Questions:

- Why did you choose this major?
- What do you like most about this major?
- What do you like least about this major?
- What type of skills do you think are needed to be successful in this major?
- Describe a typical class in regard to class size, academic demands, and expectations.
- What advice do you give to someone interested in pursuing this major?

3. **Get experience** through volunteer work, part-time and summer employment which may help you determine the suitability of a particular major. Visit the Career Development Center to learn more about these opportunities.
4. **Get involved** in the student clubs and organizations directly related to specific majors and careers. Getting involved in one of these groups may help you to meet and interact with students and faculty with interests similar to your own and also may help you to identify an appropriate major. Contact Student Involvement Services for more information on campus clubs and organizations. (<http://kunited.collegiatelink.net>)

## Resources for Exploring Careers

**The Career Zone** ([www.nycareerzone.org](http://www.nycareerzone.org))

A career exploration and planning system.

**Occupational Outlook Handbook** ([www.bls.gov/oco](http://www.bls.gov/oco))

Information on occupations including job outlook, earnings and educational requirements. (Bureau of Labor Statistics)

**O\*Net** (<http://online.onetcenter.org>)

Information on hundreds of occupations. (Bureau of Labor/Employment and Training Administration)

## Additional Strategies for Exploring Careers

1. To get a better understanding of what it will be like to work in a particular field, **talk with people who really know**—professionals who are currently working in the field. Informational interviews are a great way to get practical information about a specific career.

Informational Interview Questions:

- Please describe a typical workday in this industry.
- How did you first become interested in this field?
- How did you prepare for the work that you do?
- What skills and qualities are needed to be successful in this field?
- What is most rewarding about your work?
- What are your biggest frustrations in this work?
- When people leave this kind of work, what usually drives them away?
- What advice would you give a student interested in pursuing this field?

2. **Test your interest in an occupation by job shadowing** with a professional currently working in a field. You will learn more about the occupation, understand what a particular job is like on a daily basis, develop professional contacts, and experience the culture of an organization. Visit the Career Development Center to learn more about job shadowing.

## 3. Evaluate your Options

With knowledge of both potential majors and careers, you are ready to evaluate your options and make a decision.

1. **Prioritize your options** by weighing the advantages and disadvantages of each option based on your research. Be sure to keep in mind your own interests, values and motivated skills.
2. **Talk** with your faculty advisor, a staff member in the Career Development Center, your family, and friends about your ideas and options. Expressing your ideas and talking with others will help you gain new perspectives and perhaps new possibilities.
3. **Visit the academic department** of your intended major to learn about the current entrance requirements and to determine how your credits/completed courses can be applied to the major.
4. Explore the possibility of taking an **introductory course** in the department.

### Still unsure?

For some students the process of narrowing options is very difficult because they either have too many ideas or have not found a major that truly interests them. The following strategies may help:

1. Consider ways in which you can **combine your interests** either by completing a minor or a double major.
2. **Take additional career assessments** to get a clearer picture of your preferences. Be sure to meet with a Career Development Center staff member who can interpret the results and help you to work through the process and prioritize the information.
3. **Gather practical information and experience** in the workplace through volunteer experiences, part-time and summer work, and internships to help you to further explore your interests and clarify your major and career goals.
4. If you are experiencing difficulties with anxiety, depression, family and relationship issues, substance use, and other concerns **contact University Counseling Services** at 610-683-4072 to set up an appointment to talk with a counselor. Personal concerns or stressors can prevent you from accurately assessing your options and making good decisions about your future.

## 4. Declare your Major

Are you ready to declare a major? Use the following checklist to help determine your **readiness** to make a decision about your academic major. If you can answer “yes” to the questions below, you are probably ready to declare a major. If your answers fall into the “no” or “unsure” columns, you should obtain additional information using the resources listed before making a final decision.

<i>This major corresponds with my interests, skills, workplace values, interests, and personality style. (Career Development Center)</i>	<b>Yes</b>	<b>Unsure</b>	<b>No</b>
<i>I know what careers are associated with this major and I have researched several of them that interest me. (Career Development Center)</i>	<b>Yes</b>	<b>Unsure</b>	<b>No</b>
<i>I understand the qualifications necessary to enter each occupation (from above) as well as the economic outlook. (Career Development Center)</i>	<b>Yes</b>	<b>Unsure</b>	<b>No</b>
<i>I have talked with upperclassmen and faculty in the major and have a good understanding what is expected in the program. (Academic Department)</i>	<b>Yes</b>	<b>Unsure</b>	<b>No</b>
<i>I have reviewed the major checksheet/requirements and read the descriptions of courses required in the major. (Academic Department)</i>	<b>Yes</b>	<b>Unsure</b>	<b>No</b>
<i>I know the entry requirements for the major and I meet the stated requirements. (Academic Department)</i>	<b>Yes</b>	<b>Unsure</b>	<b>No</b>
<i>I know the campus and community organizations related to this major and the importance of getting involved with these groups. (Career Development Center &amp; Student Involvement Services)</i>	<b>Yes</b>	<b>Unsure</b>	<b>No</b>
<i>I have visited the Career Library to research opportunities for internships, volunteer work, and employment in the field. (Career Development Center &amp; Community Outreach Center)</i>	<b>Yes</b>	<b>Unsure</b>	<b>No</b>
<i>I am ready to declare this major. (Career Development Center)</i>	<b>Yes</b>	<b>Unsure</b>	<b>No</b>

## Procedure for Declaring a Major/Minor

1. Each department has established guidelines for entrance into majors and minors. Contact the secretary in the academic department of your intended major/minor to **obtain information about the current eligibility requirements.**
2. **Go to the academic department to declare** your intended major. (See locations below.)
3. Changes of majors and minors are made effective during the drop/add period (first week of classes) of the fall or spring semester. If you submit your request for review and approval after the drop/add period, your major/minor change will not take effect until the following semester.

**Anthropology**  
467 Old Main  
610-683-4242

**Art Education and Crafts**  
402 Sharadin  
610-683-4520

**Biology**  
223 Boehm  
610-683-4307

**Biochemistry**  
425 Boehm  
610-683-4447

**Business** (All Majors)  
Dept. of Prof. Studies  
233 deFran  
610-683-4585

**Chemistry**  
425 Boehm  
610-683-4447

**Communication Design**  
302 Sharadin  
610-683-4530

**Communication Studies**  
218 LC  
610-683-4560

**Computer Science**  
256 Old Main  
610-683-4340

**Criminal Justice**  
365 Old Main  
610-646-4265

**Electronic Media**  
202 LC  
610-683-4492

**Elementary Education**  
201 Beekey  
610-683-4262

**English**  
241 Lytle  
610-683-4353

**Environmental Sci- BIO**  
223 Boehm  
610-683-4307

**Environmental Sci- CHE/GEL**  
425 Boehm  
610-683-4447

**Environmental Sci- GEG**  
105 Grad. Center  
610-683-4364

**Geography**  
105 Grad. Center  
610-683-4364

**Geology**  
425 Boehm  
610-683-4447

**History**  
115 Lytle  
610-683-4385

**International Studies**  
204 Stratton  
610-683-1390

**Library Science**  
11 Rohrbach  
610-683-4300

**Leisure and Sport Studies**  
214 Old Main  
610-683-4370

**Marine Science- BIO**  
223 Boehm  
610-683-4307

**Marine Sci- CHE/GEL/PHY**  
425 Boehm  
610-683-4447

**Mathematics**  
227 Lytle  
610-683-4410

**Modern Lang. Studies-  
GER, SPA**  
106 deFran  
610-683-4427

**Music and Music Edu.**  
114 Old Main  
610-683-4550

**Philosophy**  
315 Old Main  
610-683-4230

**Physics**  
425 Boehm  
610-683-4447

**Political Science and  
Public Adm.**  
318 Old Main  
610-683-4449

**Professional Writing**  
241 Lytle  
610-683-4353

**Psychology**  
384 Old Main  
610-683-4455

**Secondary Education**  
226 Beekey  
610-683-4259

**Social Work**  
27 Old Main  
610-683-4235

**Sociology**  
467 Old Main  
610-683-4242

**Special Education**  
111 Beekey  
610-683-4290

**Studio Arts (Fine Arts)**  
115 Sharadin  
610-683-4540

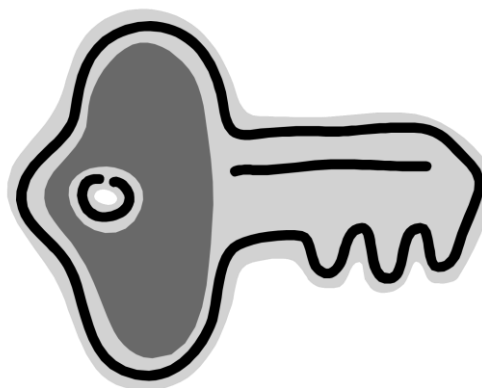
**Women's Studies**  
126 Old Main  
610-683-4655



The Career Development Center services and resources are designed to empower you in finding your career path and creating effective career development plans. It is imperative that you work on acquiring and improving these skills throughout your college experience to maximize your opportunity for SUCCESS!!!



**To assist in your planning, we have developed your  
“Key to a Successful College Experience”...**



## Key to a Successful College Experience → PLANNING!!!

**1<sup>ST</sup> YEAR  
DISCOVER!**

**2<sup>ND</sup> YEAR  
EXPLORE!**

**3<sup>RD</sup> YEAR  
EXPERIENCE!**

**4<sup>TH</sup> YEAR +  
CHOOSE!**

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	<b>EXPLORE CAREER AREAS</b>	<b>COLLECT MORE INFORMATION</b>	<b>INCREASE EXPERIENCE</b>	<b>FIRST CAREER CHOICE</b>
	Talk with family, friends, professors Take <b>STRONG</b> &/or <b>FOCUS</b> (offered by Career Development) Identify the following: - Past accomplishments - Interests - Skills & abilities - Work values - Personality style	Read about at least 3 career options available to you through your major Talk with professionals in interesting careers (information interviews) Spend a day on the job with professionals in different careers (job shadow) Check out our website! Gain experience through a related summer job	Try an internship List tentative decisions about your career Attend Resume Writing & Interview prep workshops Begin to collect recommendations from employers/faculty/etc. Become familiar with work settings & job descriptions Join a professional organization at the cheaper student rate!	Attend Job Search, Interviewing and Sr. Orientation workshops Develop employer contact list Attend Career Fair(s) Interview for jobs on campus, at job fairs & independently Explore ALL jobs Read professional journals & join a listserv
	<b>EXPLORE THE UNIVERSITY</b>	<b>GAIN MORE INFORMATION</b>	<b>MAKE INITIAL CHOICES</b>	<b>LONG-TERM DECISIONS</b>
	Read course catalogue/become familiar with KU's majors Set academic advising appointment Attend a workshop on: - Study skills - Test & note taking - Time management Think about taking summer classes and plan a summer job that relates to your major	Make an appointment for academic advisement Join the KU academic club for your major Confirm you're in the correct major for you Look into a study abroad program Take some computer or business courses Focus attention on attaining a good GPA - study <b>HARD!</b>	Earn good grades in major courses Attend seminars & conferences related to your major Ask faculty about relationship between academic coursework & future plans Is grad school in your future? Find out when & what you need to do	Send out grad school applications Develop a special senior project Develop an independent study Make a list of your long-term learning goals Where do you see yourself in 5, 10 yrs.?
	<b>GAIN SELF-AWARENESS</b>	<b>EXPAND NEW ROLES</b>	<b>TAKE SOME RISKS</b>	<b>MAKE COMMITMENTS</b>
	Identify interests & values Find an organization or event to volunteer your time Visit the University Counseling Center List your major fears of college life Discuss your changing relationship(s) with family and friends	Get to know some international students Find a mentor who can offer support Plan discussions with others from different backgrounds and cultures Broaden your circle of friends	Seek out people to talk about your concerns Help another work through a problem Discuss some of your decisions with a mentor Test your ideas through a discussion group	List the components of your lifestyle Talk to an alumni about your first year out of school Make a list of your firm decisions Write 3 life goals & 3 fears about next year
	<b>INITIATE RELATIONSHIPS</b>	<b>INCREASE INVOLVEMENT</b>	<b>EXERCISE NEW SKILLS</b>	<b>DEVELOP LEADERSHIP</b>
	Join Res. Hall, Commuter or Greek organization Join KU clubs and organizations of interest Allow time for fun!	Work on Res. Hall, Commuter or Greek project/program Apply for a campus work-study position Participate in intramurals	Get involved in student gov't./run for office! Volunteer your time to help a community organization	Chair a group Lead a professional organization Volunteer to work in one of the campus offices