BSJ STUDENTS’ CAREER PLANNING TIMELINE GUIDE

Freshman Year

- Set up your MEDILINK account – you will be using it for the next 4 years to make appointments with Medill Career Services (MCS), apply for jobs & internships, and RSVP for events & workshops.
- Meet with MCS to develop a resume and learn about resources.
- Consider joining on-campus publications & student chapters of professional associations (NABJ, NAHJ, SPJ, etc.) to network, gain experience, build your resume and secure published clips.
- Research & apply for summer internships. TIP: contact your hometown media sites to inquire about internships and to set up a visit/interview/tour while home over winter and/or spring break.
- Take advantage of University Career Services (UCS) job fairs, workshops, job database (Career Cat), and other resources.
- Attend the Medill Career Fair held each spring quarter. Learn how it works, and get comfortable with the format so you’re ready when it really counts.
- If you’re doing an unpaid summer internship, apply for the Summer Internship Grant Program (SIGP) through UCS & the Medill Fellowship Program (MFP) through MCS during winter/spring quarter.
- Apply for enrollment in JOUR 388-0 if you’re doing an unpaid internship and your employer requires you to get “credit”.

Sophomore Year

- Update your resume, website, portfolio, etc. with your summer internship experience and clips. Upload your updated resume into your MEDILINK account.
- Create a LinkedIn profile. Ask your summer intern supervisor to give you a recommendation on LinkedIn and connect with any summer intern colleagues.
- Continue working with student chapters of professional associations and on-campus publications. Consider off-campus opportunities to enhance your resume, clips, network and experience.
- Research & apply for summer internships. TIP: Get started early; established and competitive internship programs tend to have early deadlines (as early as Oct 15) and limited eligibility for sophomores.
• Contact sites of interest to inquire about internships and set up a visit, informational interview, tour, or job shadowing over winter and/or spring break.

• Continue taking advantage of University Career Services (UCS) job fairs, workshops, job database (Career Cat), and other resources.

• Attend the annual Medill Career Fair. This year, make sure you approach employers to start networking for future opportunities.

• If you’re doing an unpaid summer internship, apply for the Summer Internship Grant Program (SIGP) through UCS & the Medill Fellowship Program (MFP) through MCS during winter/spring quarter.

• Apply for enrollment in JOUR 388-0 if you’re doing an unpaid internship and your employer requires you to get “credit”.

**Junior Year**

• Update resume/LinkedIn/website/portfolio with summer internship experience and clips. Upload your updated resume into your MEDILLINK account.

• Ask your summer intern supervisor to give you a recommendation on LinkedIn and connect with any summer intern colleagues.

• Research & apply for summer internships. It’s very important to get started early; established and competitive internship programs tend to have early deadlines (as early as Oct 15) and many are looking specifically for Juniors.

• Continue working with student chapters of professional associations and on-campus publications. Consider off-campus opportunities to enhance your resume, clips, network and experience.

• Contact sites of interest to inquire about internships and set up a visit, interview, tour, or job shadowing over winter and/or spring break.

• Watch for on-campus recruiting opportunities through MCS & UCS, including company information sessions, interviews, and networking receptions.

• Conduct Informational Interviews with Alumni/Industry Professionals in fields of interest. Tip: Use Our Northwestern to find alumni to network with.

• Continue taking advantage of University Career Services (UCS) job fairs, workshops, job database (Career Cat), and other resources.

• Attend the annual Medill Career Fair. This year, make sure you approach employers to start networking for future opportunities.

• If you’re doing an unpaid summer internship, apply for the Summer Internship Grant Program (SIGP) through UCS & the Medill Fellowship Program (MFP) through MCS during winter/spring quarter.

• Apply for enrollment in JOUR 388-0 if you’re doing an unpaid internship and your employer requires you to get “credit”.
• If possible, attend professional industry conferences (NABJ, NAHJ, SPJ, AAJA, UNITY, AMA, CAF, etc.) to network; students usually receive a special discounted registration rate for these events.

• **Network** with as many professionals as possible while on your internship (shadow, do informational interviews, etc.).

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**Senior Year**

• Meet with MCS to discuss your job search strategy. The earlier the better!

• Update resume/LinkedIn/website/portfolio with summer internship experience and clips. Upload your updated resume into your MEDILLINK account.

• Actively engage in the application process for full-time jobs, fellowships, and internships; many of these deadlines occur early in the academic year. **TIP**: Stay open-minded to post-graduate internship and fellowship opportunities; they are a great way to get your foot in the door with a target organization.

• Conduct informational interviews and re-connect with your network of professionals to inform them of your situation and inquire about potential post-graduate opportunities.

• Continue taking advantage of University Career Services (UCS) job fairs, workshops, job database (Career Cat), and other resources.

• Take advantage of a **Practice Interview** offered by MCS. Sign up through MEDILLINK for one of the sessions with a professional who will conduct a video interview with you to sharpen your skills.

• Participate in networking events, including Medill Speed Networking.

• Attend a Medill Career Fair Prep Session & the annual Medill Career Fair in the spring quarter. This is one of your last chances to get face time with a substantial amount of leading industry employers before you graduate. **Take advantage!**

• When you receive a job offer, update us in Career Services! The information you provide us about the job market can help us better coach underclassmen in their job search.

*After you graduate:* Medill Career Services offers lifetime assistance to Medill alumni. Whether it’s your first post-college job, a career transition or figuring out how to make your next move, we’re here to help!

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