

What Every New Business Major Needs to Know

Bring at least one professional business suit (bottoms and jacket) to campus. These are needed for professional dress days. **This is not a trendy suit**, but a suit that is appropriate for the boardroom.

- Black, navy blue, or dark gray full suit (tailored pants, not tapered ankle pants)
- White/light blue collar shirts
- Shells or button up blouses that keep you modest.
- Conservative tie and belt
- Dress shoes (closed-toe, moderate heel for women, clean and polished for men)



Clean up your social media pages

It's time to build your brand. **What does your social media account say about you?** Think about what words and content you are posting, what kind of posts is your name tagged to, employers do look. Begin to build your LinkedIn professional network.

Work on building your professional brand

Get a professional email address used exclusively for business. (Ex. JoeSmith@gmail.com) Start working on building your resume. Look for jobs, volunteer opportunities, and internships early that will help you stand out and make you a well-rounded candidate for employment. Failing to do so will limit your career opportunities and potentially stunt your professional growth in the early years.

Always be prepared...you never know when opportunities are available

Refine your skills: interviewing skills, public speaking and presentation skills, technology for presentations, networking skills. *Do you have a five minute elevator speech prepared? What can you say about yourself in five minutes that would make a strong impression?* Develop your leadership skills and get involved with different organizations on campus. See what clubs on campus are in your field.

Think with the end in mind

Network with peers and faculty. It would benefit you to **study up on your professors** and learn about their backgrounds. In most cases, your business professors have years of on-the-job experience and can provide additional insights outside the classroom. Make a habit of networking with professors and other members of the faculty and administration. The connections you make here can lead to possible career opportunities after graduation.

How to stay on track. FOUR YEAR GRADUATION!

- **Aleks** – repeat over the summer to place into the highest math class possible – at least College Algebra
- Earn **at least** 15-16 credits per semester (use summer school to get ahead or catch up, as necessary)
- **GPA is the key.** Must strive to have a 3.5 GPA to be competitive with your peers for internships and recruitment. *The minimum target GPA for freshman year should be a 3.0.*
- **Buy your books and access codes** – plan to spend \$500-\$600 per semester.
- Expect to **study** 2-3 hours per every hour you are in class – {Example – English Comp I - 3 hours in class – 6-9 hours of work for the class per week – completing assignments, reading for class, taking notes, creating note cards, practice problems, going to instructor office hours, tutoring, study groups, etc...}
- **See your advisor regularly, not just in emergencies**
 - Get your Individual Development Plan completed
 - Schedules

Your Future Starts Today

Only you can prepare yourself for a successful career. While a college education is certainly a step in the right direction that slip of paper with a fancy crest and signature isn't the end-all-be-all. In addition to pursuing your degree, you should use your formative college years to grow outside the classroom. From early career planning to helpful internships, your focus should be on becoming a well-rounded college graduate with an eye on the future.