

Career & Academic Planning



Academic advising assistance

First-year students who enter JMU as undeclared majors are assigned an adviser in Career and Academic Planning (CAP). Students can consult with that adviser for assistance with academic planning, class enrollment, course adjustment, major and career exploration, monitoring of academic progress, and the transition/adjustment to college.

Career counseling, development and planning assistance

Advisers at Career and Academic Planning offer individual career counseling sessions for all students. Students may make appointments regarding their career development, resume and cover letter writing, internship and job search strategies, and graduate school research.

Major and career exploration

Career and Academic Planning provides numerous opportunities for students who want to learn more about themselves and explore major and career options, including the following:

- **Career and Academic Planning Course (UNST 102):** a one-credit, block course that provides a structured, group format for exploring majors and careers. The course has four learning goals:
 - Articulate personal characteristics
 - Increase knowledge of academic and occupational resources
 - Learn decision-making strategies
 - Learn goal-setting strategies
- **FOCUS:** provides a self-paced, online format for determining career preferences such as interests, work values, and skills, as well as exploring compatible careers. Information can be saved to return to as often as desired. Available online at jmu.edu/cap/focus
- **Career and Academic Planning Resource Center:** located in Student Success Center 3210. This space features books and online resources on a variety of career-related topics.
- **The Career Guide to JMU Majors:** a reference available online at jmu.edu/cap/careerguide that helps students explore academic majors at JMU and career options for those majors.

The job search

Once students have a strong understanding of the major and the career fields they want to pursue, the following programs may help prepare them for an internship or job:

- **Resume Writing Workshops:** offered regularly during the fall and spring semesters as a one-hour introduction to resume writing.
- **Resume Reviews:** available for students through individual appointments or weekly walk-in resume review times.
- **On-Campus Recruiting Program:** approximately 100 employers visit JMU each year to interview students on campus for jobs and internships.
- **Handshake:** a user friendly online platform available to students from every major that provides access to thousands of jobs and internships from over 200,000 employers.
- **Practice Interviews:** provide an opportunity for students to meet with an employer to gain valuable experience interviewing.
- **Job Search Websites:** provide access to resources that list job and internship opportunities.

Special events and fairs

- InterviewPREP
- Internships 101
- Interview 101
- LinkedIn 101
- Resumes 101
- Salary Negotiation 101
- Fall and Spring Career and Internship Fairs
- Nursing Recruitment Day
- Teacher Recruitment Day
- Graduate School 101 and 201
- Graduate and Professional School Fair

95 percent of JMU graduates have full-time jobs, are in graduate school or are engaged in other career-related endeavors six months after graduation.