

1ST YEAR

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| ☐ Maintain a GPA of 3.0+ | ☐ Join a student organization and/or professional association |
| ☐ Login to Handshake and complete your profile | ☐ Attend professional conferences |
| ☐ Utilize the EngageSC platform to get involved and connect with the USC Viterbi community | ☐ Work on career-related projects |
| ☐ Attend VCC Drop-In Advising for Resume & Cover Letter Review | ☐ Attend VCC workshops, and networking events |
| ☐ Schedule an advising appointment with VCC Advisor to discuss your career goals | ☐ Participate in mock and on-campus interviews |
| ☐ Apply for summer internships in the fall semester | ☐ Read both VASE and VCC Get Hired Newsletters |
| ☐ Participate in informational interviews and research internship opportunities | ☐ Network with employers, faculty, staff, and peers |
| ☐ Attend Trojan Talks (company info sessions) that interest you | ☐ Join the Trojan Network to find an alumni mentor or simply connect to ask questions about their career journey |
| ☐ Attend Viterbi Career & Internship Expo | ☐ Develop a list of professional references |
| ☐ Utilize career resources at VCC and the USC Career Center | |

2ND YEAR

Continue everything from the First year, plus:

- ☐ Take on a leadership position within a student organization
- ☐ Meet with a Career Advisor to finalize your post-graduation plans
- ☐ Apply for full-time jobs through Handshake and company websites in the fall semester
- ☐ Request letters of recommendation from faculty and/or employers
- ☐ Attend an offer evaluation and salary negotiation workshop
- ☐ Secure OPT 90 days prior to graduation, if applicable
- ☐ Complete the First Destination Survey
- ☐ Become a mentor on the Trojan Network

INTERNATIONAL STUDENTS

- ☐ Research companies hiring international students through Interstride, GoinGlobal, and the Career & Internship Expo employer list published prior to each Expo
- ☐ Visit the Office of International Services (OIS) who will help process Curricular-Practical Training (CPT) and Optional Practical Training (OPT) paperwork
 - ☐ CPT and OPT are available for international students who have completed at least one academic year in the U.S
 - ☐ CPT is work authorization that allows international students to participate before graduation in paid-off-campus internships in their field of study
 - ☐ OPT is used primarily after graduation, and provides international students the ability to gain employment experience in their field of study. Students should apply 90 days prior to graduation
- ☐ Visit viterbicareers.usc.edu/internship to obtain information on earning academic credit for your internship
- ☐ Attend OIS workshops and programs to connect with other international students, improve your U.S. cultural proficiency and English language skills