

# the psychology major's checklist

**Welcome to Psychology!** Navigating your way through the psychology major can be very exciting and somewhat challenging without a roadmap. We hope you find this checklist helpful as you reach critical milestones in your education. Use this in conjunction with the four year curriculum plan that can be found on our web page [www.psych.iupui.edu](http://www.psych.iupui.edu). If you feel overwhelmed by the outline below, make plans to meet with an academic advisor in Psychology to talk about strategies for creating a plan that best fits your career goals. We look forward to working with you.

~The Psychology Advising Team  
Psychology Advising Office, LD 123

## *freshmen* (1-25 credits)

### *semester 1*

- Meet with an Academic Advisor in University College or Psychology to learn to use the School of Science Bulletin to understand all academic rules, regulations and requirements.
- Prepare your Personal Development Plan (PDP) in your Learning Community course.
- If remedial math is required, begin taking math courses immediately to stay on track for graduation.
- Learn about and utilize course supports (Math Assistance Center [MAC], Biology Resource Center [BRC], Writing Center, etc).
- Attend Fall Career Week events (offered every fall) to confirm your decision about your major and explore career options.
- If you are in University College, meet with an advisor in University College to confirm a major and learn about career options.
- Visit the Psychology Advising Office (LD 123) to meet psychology majors and learn about ways to get involved in the department.
- Use the Psychology Resource Center (LD 129) in the Science Building if you are having difficulty in introductory psychology classes.
- Become familiar with the “RISE to the Challenge” campus initiative:  
<http://registrar.iupui.edu/rise-challenge.html>

### *semester 2*

- Participate in an Externship (job shadow), volunteer, or seek a job or community work study position to explore a career interest (RISE).
- Meet with an Academic Advisor in University College or Psychology and update your PDP.
  - Consider taking a Service Learning course and include it into your 4-year degree plan (RISE).
  - Consider incorporating an international experience into your 4-year degree plan (RISE).
  - Consider using your ‘general elective’ credits to earn a minor or certificate.
- Join Psychology Club and attend monthly meetings.
- Visit the Psychology Advising Office (LD 123) to meet psychology majors and learn about ways to get involved in the department.
- Use the Psychology Resource Center (LD 129) in the Science Building if you are having difficulty in introductory psychology classes.
- Consider enrolling in at least one summer course to stay on track for graduating in 4 years.

# the psychology major's checklist

## sophomores (26-55 credits)

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### semester 1

- Attend Fall Career Week events (offered every fall) to confirm your decision about your major and explore career options.
- If you are in University College and have not yet confirmed your major in psychology by “certifying to psychology,” complete the paperwork in the School of Science Dean’s office in the Science Building, LD 222.
- Meet with an Academic Advisor in Psychology and update your PDP.
- Learn to use the Academic Advising Report and Academic Planner in Onestart by meeting with a Peer Advisor in the Psychology Advising Office in LD 123.
- Participate in an Externship (job shadow), volunteer, or seek a job or community work study position to explore a career interest (RISE).
- Become actively engaged in Psychology Club activities and service projects.
- Get to know your psychology professors and learn about their research areas through office hours, club and department events, and the Psychology Department website [www.psych.iupui.edu](http://www.psych.iupui.edu).

### semester 2

- If you are in University College and have not yet confirmed your major in psychology by “certifying to psychology,” complete the paperwork in the School of Science Dean’s office in the Science Building, LD 222.
- Meet with an Academic Advisor in the Psychology and update your PDP.
- Continue to use the Academic Advising Report and Academic Planner in Onestart to prepare for meetings with your academic advisor. Work with the Peer Advisors in the Psychology Advising Office to schedule advising appointments and to answer basic advising questions.
- Participate in an Externship (job shadow), volunteer, or seek a job or community work study position to explore a career interest (RISE).
- Continue to get to know your psychology professors and learn about their research areas through office hours, club and department events, and the Psychology Department website.
- Be actively involved in Psychology Club.
- Explore options for becoming a peer advisor, mentor or undergraduate teaching assistant in psychology to gain experience in helping, teaching, and mentoring.
- Work with a Peer Advisor to develop a resume or curriculum vitae and a draft of a cover letter.
- **MD or PhD GRAD SCHOOL PATH:** Talk to faculty (or researchers in other areas) who you are interested in working with and inquire about research opportunities for your junior year. Look into the Life Health Science Internship program and opportunities for research training through the Center for Research and Learning. (RISE)
- **MA/MS or CAREER PATH:** Apply for a summer/fall job or internship in your area of interest (RISE)
- Consider enrolling in at least one summer course to stay on track for graduating in 4 years.

# the psychology major's checklist

*Juniors*  
(56-85 credits)

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## semester 1

- Meet with an Academic Advisor in the Psychology Department and update your PDP.
- If eligible, apply for membership to Psi Chi, the International Honors Society in Psychology.
- **MD or PhD GRAD SCHOOL TRACK:** Participate in research (**RISE**) and begin to identify your top schools for application.
- **MA/MS or CAREER PATH:** Participate in more experiential learning opportunities (volunteer, job or internship in your area of interest) (**RISE**).
- **CAREER PATH:** Begin looking at job openings and register for appropriate job boards. Engage in opportunities to meet and network with people in your area of interest through informational interviews, joining professional organizations, developing a Linked In profile and connecting with other professionals, and attending business/nonprofit networking events. Attend a campus career fair or expo to make personal contact with employers.

## semester 2

- Meet with an Academic Advisor in the Psychology and update your PDP.
- Request a Senior Audit: This should be done at around 86 credits *or* one year before graduation. Senior audit request forms are available in the School of Science Dean's office (LD 222). If you received an advanced audit upon admissions to Science (this means you entered Science as a Junior or Senior), the Advanced Audit serves as a Senior Audit.
- Work with a Peer Advisor to further develop your resume or curriculum vitae and a cover letter.
- **MD or PhD GRAD SCHOOL PATH:** Continue your work in research and look for opportunities to present your work at local, regional or national conferences.
- **MD or PhD GRAD SCHOOL PATH:** Prepare to take the MCAT, GRE or other required entrance exams in the summer or early fall before your senior year. Begin collecting application information and devise an organizational system for all of your application material.
- **CAREER PATH:** Continue to engage in opportunities to meet and network with people in your area of interest through informational interviews, joining professional organizations, developing a LinkedIn profile (professional social networking site) and connecting with other professionals, and attending business/nonprofit networking events. Attend a campus career fair or expo to make personal contact with employers.
- Consider enrolling in at least one summer course to stay on track for graduating in 4 years.

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seniors  
(86+ credits)

## During the semester before you plan to graduate

- Complete the online **Graduation Application & Survey**:  
<http://www.science.iupui.edu/academics/preparing-graduation>.
  - Applications for December graduates are due May 1.
  - Applications for May graduates are due October 1.
  - Applications for August graduate are due February 1.

School of Science students who have applied for graduation and enrolled in CAND 99100 will have a graduation audit prepared 6 weeks before the start of their final semester/summer session. The School of Science Dean's Office and the student's major department will review the audit, and both must determine if the student is recommended for graduation. Students are notified via their IUPUI e-mail account if academic deficiencies appear or if they have been recommended for graduation. If you do not meet the requirements to graduate, do not *withdraw* from CAND 99100, it will be removed automatically. This will prevent a W from appearing on your transcript. Commencement information can be found at: <http://www.alumni.iupui.edu/commencement>

- Meet with an Academic Advisor in the Psychology Department to be sure you are on track to graduate.
- **GRAD SCHOOL TRACK:** Work on completing your applications and request letters of recommendation. Typically, due dates fall between November and March, depending on the program.
- **CAREER PATH:** Start your job search. Attend a campus career fair or expo to make personal contact with employers.

## During the semester you plan to graduate

- **Register for CAND 99100.** This is a zero credit hour, no-fee course that notifies the School of Science of your intention to graduate. Authorization is required to enroll in this course, and authorization forms are available in the School of Science Dean's Office (LD 222). Class numbers for CAND 99100 are designated for School of Science students based on specific graduation dates.
- **GRAD SCHOOL TRACK:** Finish your applications and follow up with people writing letters of recommendation for you.
- **CAREER PATH:** Continue your job search. Attend a campus career fair or expo to make personal contact with employers.

**The Psychology Advising Office has the following guides available in the Science Building, LD 123 and in the OnCourse Tab: Psych Career & Academic Advising. To request an electronic copy email [psyadv@iupui.edu](mailto:psyadv@iupui.edu).**

Guide to the Resume  
Guide to the Cover Letter  
Guide to Transferable Skills  
Guide to Exploring Careers  
Guide to the Career Fair  
Guide to the Interview

Guide to Informational Interviews  
Guide to Networking  
Guide to the Job Search  
Guide to Graduate School  
Guide to Curriculum Vitae  
Guide to Writing a Personal Statement