

College Journal

Setting Goals

Participating in Self-Development

Exploring your Career

Serving Others

Remembering all the activities and people
that made your college experience!

Section 1: Annual Goals

Year 1

College Freshman
or 7+ semesters remaining

Goals & Objectives

Use this space to set goals with specific and attainable objectives for yourself for the coming year.

3 goals are suggested for you, and there is space for 2 additional personal goals.

1. Make academic progress toward graduation

- Complete ____ hours this year
(Recommend 30 hours; 10 courses)
- Earn at least a ____ GPA
(Recommend 3.0)
-

Important to me because ...

3. Help others

- Complete ____ hours this year of
community service
(Recommend 18+ hours per year)
-

Important to me because ...

2. Develop myself professionally

- Attend ____ events this year that are
related to my major or professional skills
(Recommend 1-2 per semester)
>>Record these activities section of this journal
- Create a starter resume
- Create a Linked In profile
- Attend a workshop related to an essential skill
(See list of essential skills in appendix)
-
-
-
-

Important to me because ...

4. (Personal)

-
-
-

Important to me because ...

5. (Personal)

-
-
-

Important to me because ...

Career Exploration

Do research, ask questions, and do a self-evaluation to find answers to these questions.

1

What technical and business skills are needed for my major?

2

When it is appropriate for me to look for an internship in my major field?

When do college students with my major usually get a job offer?

3

Check mark your 6 strongest traits on this list. Put an X next to your 6 weakest.

- | | |
|---|--|
| <input type="checkbox"/> Problem Solver | <input type="checkbox"/> Flexibility |
| <input type="checkbox"/> Speaking | <input type="checkbox"/> Writing |
| <input type="checkbox"/> Teamwork | <input type="checkbox"/> Organization |
| <input type="checkbox"/> Creativity | <input type="checkbox"/> Detail-oriented |
| <input type="checkbox"/> Dependable | <input type="checkbox"/> Managing emotions |
| <input type="checkbox"/> On-time | <input type="checkbox"/> Approachable |
| <input type="checkbox"/> Responsible | <input type="checkbox"/> Cheerful |
| <input type="checkbox"/> Juggle tasks | <input type="checkbox"/> Adapt to changes |
| <input type="checkbox"/> Enthusiastic | <input type="checkbox"/> Focused/Goal-driven |
| <input type="checkbox"/> Honest | <input type="checkbox"/> Open-minded |
| <input type="checkbox"/> Patient | <input type="checkbox"/> Not easily stressed |
| <input type="checkbox"/> Friendly | <input type="checkbox"/> Energetic |
| <input type="checkbox"/> Self-motivated | <input type="checkbox"/> Eager to learn |
| <input type="checkbox"/> Courteous | <input type="checkbox"/> Ask for help |

4

What examples can you give to demonstrate your 6 strongest traits?

How can you improve on your weakest traits?

Year 2

College Sophomore
or 5+ semesters remaining

Goals & Objectives

Use this space to set goals with specific and attainable objectives for yourself for the coming year.

3 goals are suggested for you, and there is space for 2 additional personal goals.

1. Make academic progress toward graduation

- Complete ____ hours this year
(Recommend 30 hours; 10 courses)
- Earn at least a ____ GPA
(Recommend 3.0)
-

Important to me because ...

3. Help others

- Complete ____ hours this year of
community service
(Recommend 18+ hours per year)
-

Important to me because ...

2. Develop myself professionally

- Attend ____ events this year that are
related to my major or professional skills
(Recommend 3-4 per semester)
>>Record these activities section of this journal
- Update Resume
- Create a Handshake profile at
www.uca.edu/career services
- Own 1 business-professional suit for interviews
- Own 1 business-casual outfit for networking
- Do a mock-interview
for feedback on my interview skills
- Attend a workshop related to an essential skill
(See list of essential skills in appendix)
- Join a club related to your major

Important to me because ...

4. (Personal)

-
-
-

Important to me because ...

5. (Personal)

-
-
-

Important to me because ...

Career Exploration

Do research, ask questions, and do a self-evaluation to find answers to these questions.

1

List five or more specific entry-level jobs for people with my major.

2

How do people with my major use their skills to help others?

3

What does diversity mean to me?
What does it mean to people with my major?
How can I contribute to the diversity of my future employer?

4

What professional organizations do people with my major join?

Are there student memberships or student scholarships? Can I join a local chapter?

Year 3

College Junior
or 3+ semesters remaining

Goals & Objectives

Use this space to set goals with specific and attainable objectives for yourself for the coming year.
3 goals are suggested for you, and there is space for 2 additional personal goals.

1. Make academic progress toward graduation

- Complete ____ hours this year
(Recommend 30 hours; 10 courses)
- Earn at least a ____ GPA
(Recommend 3.0)
-

Important to me because ...

3. Help others

- Complete ____ hours this year of
community service
(Recommend 18+ hours per year)
-

Important to me because ...

2. Develop myself professionally

- Attend ____ events this year that are
related to my major or professional skills
(Recommend 4-5 per semester)
>>Record these activities section of this journal
- Update Resume
- Update Handshake profile
- Update Linked In profile
- Own 2 business-professional suit for interviews
- Own 2 business-casual outfit for networking
- Sign up for interviews for internships and jobs
- Attend a Career Fair
- Attend a workshop related to an essential skill
(See list of essential skills in appendix)
- Join a professional organization in my major

Important to me because ...

4. (Personal)

-
-
-

Important to me because ...

5. (Personal)

-
-
-

Important to me because ...

Career Exploration

Do research, ask questions, and do a self-evaluation to find answers to these questions.

1

**Are there certifications related to my major that I can or should obtain?
Can I get them before I graduate?**

Does my coursework cover all the information I will need to obtain this certification?

2

What salary range is available for people with my major?

How do salaries and work hours vary for employees in for-profit, not-for-profit, and government organizations?

3

What skills/knowledge are most important for my major?

Should I consider a minor, double-major, or Master's degree to increase these skills?

4

**Right now, my top two dream jobs are...
(Job titles, employer, etc.)**

Year 4

College Senior or Graduate Student
or 1+ semesters remaining

Goals & Objectives

Use this space to set goals with specific and attainable objectives for yourself for the coming year.
3 goals are suggested for you, and there is space for 2 additional personal goals.

1. Make academic progress toward graduation

- Complete ____ hours this year
(Recommend 30 hours; 10 courses)
- Earn at least a ____ GPA
(Recommend 3.0)
- Complete application for graduation

Important to me because ...

3. Help others

- Complete ____ hours this year of
community service
(Recommend 18+ hours per year)
-

Important to me because ...

2. Develop myself professionally

- Attend ____ events this year that are
related to my major or professional skills
(Recommend 4-5 per semester)
>>Record these activities section of this journal
- Update Resume
- Update Handshake profile
- Update Linked In profile
- Own 3 business-professional suit for interviews
- Own 3 business-casual outfit for networking
- Sign up for interviews for internships and jobs
- Attend a Career Fair
- Attend a workshop related to an essential skill
(See list of essential skills in appendix)
- Look for a leadership role

Important to me because ...

4. (Personal)

-
-
-

Important to me because ...

5. (Personal)

-
-
-

Important to me because ...

Career Exploration

Do research, ask questions, and do a self-evaluation to find answers to these questions.

1

Who have I met who can attest to my skills and personal qualities and who might write a letter of reference for me?

2

How can I maintain my collegiate connections after graduation (friends, professors, alumni association)?

3

What does it mean to be a life-long learner? What opportunities are there for learning after I graduate?


4


What am I most nervous about when I join the workforce in my chosen career?


What advice do other have to help you feel prepared?

Section 2: Classes and Professors


Classes I took


Course Name & Number	Semester & Year
Professor Name and Email	Grade Earned
	<p style="text-align: center;">I Want To Remember</p> <p style="text-align: center;"></p>


Course Name & Number	Semester & Year
Professor Name and Email	Grade Earned
	<p style="text-align: center;">I Want To Remember</p> <p style="text-align: center;"></p>

Course Name & Number	Semester & Year
Professor Name and Email	Grade Earned
	<p style="text-align: center;">I Want To Remember</p> <p style="text-align: center;"></p>


Get to know your professors, and let them get to know you.
They might write a letter of reference for you one day.


Course Name & Number	Semester & Year
Professor Name and Email	Grade Earned
	I Want To Remember 


Course Name & Number	Semester & Year
Professor Name and Email	Grade Earned
	I Want To Remember 

Course Name & Number	Semester & Year
Professor Name and Email	Grade Earned
	I Want To Remember 

Go to class every day unless you are sick. You never know when a professor might drop a hint or give bonus points. What is covered in class is a big hint about test material.

Course Name & Number	Semester & Year
Professor Name and Email	Grade Earned
	I Want To Remember 

Course Name & Number	Semester & Year
Professor Name and Email	Grade Earned
	I Want To Remember 


Course Name & Number	Semester & Year
Professor Name and Email	Grade Earned
	I Want To Remember 


Course Name & Number	Semester & Year
Professor Name and Email	Grade Earned
	<p>I Want To Remember</p>


Course Name & Number	Semester & Year
Professor Name and Email	Grade Earned
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Course Name & Number	Semester & Year
Professor Name and Email	Grade Earned
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Classes I took

Course Name & Number	Semester & Year
Professor Name and Email	Grade Earned
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Course Name & Number	Semester & Year
Professor Name and Email	Grade Earned
	<p style="text-align: center;">I Want To Remember</p> <p style="text-align: center;"></p>

Course Name & Number	Semester & Year
Professor Name and Email	Grade Earned
	<p style="text-align: center;">I Want To Remember</p> <p style="text-align: center;"></p>

Office hours is the your chance for one-on-one time with your professors. You can ask questions about the class, your major and career, or just get to know them personally!


Course Name & Number	Semester & Year
Professor Name and Email	Grade Earned
<p>I Want To Remember</p>	


Course Name & Number	Semester & Year
Professor Name and Email	Grade Earned
<p>I Want To Remember</p>	


Course Name & Number	Semester & Year
Professor Name and Email	Grade Earned
<p>I Want To Remember</p>	

Dropping a class is COSTLY!

If you have to take it again, then you have wasted a lot of time and money to taking it twice. And it takes more time to get to graduation.

Course Name & Number	Semester & Year
Professor Name and Email	Grade Earned
	I Want To Remember 

Course Name & Number	Semester & Year
Professor Name and Email	Grade Earned
	I Want To Remember 


Course Name & Number	Semester & Year
Professor Name and Email	Grade Earned
	I Want To Remember 


Course Name & Number	Semester & Year
Professor Name and Email	Grade Earned
	<p>I Want To Remember</p>


Course Name & Number	Semester & Year
Professor Name and Email	Grade Earned
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Classes I took

Course Name & Number	Semester & Year
Professor Name and Email	Grade Earned
	<p style="text-align: center;">I Want To Remember</p> <p style="text-align: center;"></p>

Course Name & Number	Semester & Year
Professor Name and Email	Grade Earned
	<p style="text-align: center;">I Want To Remember</p> <p style="text-align: center;"></p>

Course Name & Number	Semester & Year
Professor Name and Email	Grade Earned
	<p style="text-align: center;">I Want To Remember</p> <p style="text-align: center;"></p>

Don't be afraid to ask questions. Don't be afraid to ask for help when you need it. I do that every day. Asking for help isn't a sign of weakness, it's a sign of strength. It shows you have the courage to admit when you don't know something, and to learn something new. --- Barack Obama

Course Name & Number	Semester & Year
Professor Name and Email	Grade Earned
<p>I Want To Remember</p>	

Course Name & Number	Semester & Year
Professor Name and Email	Grade Earned
<p>I Want To Remember</p>	

Course Name & Number	Semester & Year
Professor Name and Email	Grade Earned
<p>I Want To Remember</p>	

If you have a question about missed assignments, makeups, number of points, or bonus opportunities, look over the syllabus. The answer is probably in there. Your instructor spent a lot of time putting that document together to answer your questions.

Course Name & Number	Semester & Year
Professor Name and Email	Grade Earned
	<p>I Want To Remember</p> <p>Course →</p> <p>← Professor</p>

Course Name & Number	Semester & Year
Professor Name and Email	Grade Earned
	<p>I Want To Remember</p> <p>Course →</p> <p>← Professor</p>


Course Name & Number	Semester & Year
Professor Name and Email	Grade Earned
	<p>I Want To Remember</p> <p>Course →</p> <p>← Professor</p>


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Professor Name and Email	Grade Earned
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Course Name & Number	Semester & Year
Professor Name and Email	Grade Earned
<p style="text-align: center;">I Want To Remember</p>	

Course Name & Number	Semester & Year
Professor Name and Email	Grade Earned
<p style="text-align: center;">I Want To Remember</p>	

Classes I took

Course Name & Number	Semester & Year
Professor Name and Email	Grade Earned
	I Want To Remember 

Course Name & Number	Semester & Year
Professor Name and Email	Grade Earned
	I Want To Remember 

Course Name & Number	Semester & Year
Professor Name and Email	Grade Earned
	I Want To Remember 

Is it okay to ask my professor for an exception? Check the syllabus first, then ask. S/he might say no; professors have to be sure they treat everyone equal. But s/he might say yes, especially if you ask in advance and have a compelling reason.

Course Name & Number	Semester & Year
Professor Name and Email	Grade Earned
	<p style="text-align: center;">I Want To Remember</p> <p style="text-align: center;"> </p>

Course Name & Number	Semester & Year
Professor Name and Email	Grade Earned
	<p style="text-align: center;">I Want To Remember</p> <p style="text-align: center;"> </p>

Course Name & Number	Semester & Year
Professor Name and Email	Grade Earned
	<p style="text-align: center;">I Want To Remember</p> <p style="text-align: center;"> </p>

A well-rounded student with a good GPA is often more attractive to employers than a 4.0 student who wasn't involved in anything.

Course Name & Number	Semester & Year
Professor Name and Email	Grade Earned
<p>I Want To Remember</p>	

Course Name & Number	Semester & Year
Professor Name and Email	Grade Earned
<p>I Want To Remember</p>	


Course Name & Number	Semester & Year
Professor Name and Email	Grade Earned
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Course Name & Number	Semester & Year
Professor Name and Email	Grade Earned
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Course Name & Number	Semester & Year
Professor Name and Email	Grade Earned
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Course Name & Number	Semester & Year
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Classes I took


Course Name & Number	Semester & Year
Professor Name and Email	Grade Earned
	<p style="text-align: center;">I Want To Remember</p> <p style="text-align: center;"></p>


Course Name & Number	Semester & Year
Professor Name and Email	Grade Earned
	<p style="text-align: center;">I Want To Remember</p> <p style="text-align: center;"></p>

Course Name & Number	Semester & Year
Professor Name and Email	Grade Earned
	<p style="text-align: center;">I Want To Remember</p> <p style="text-align: center;"></p>

Just because you can skip most of your classes and get the PowerPoint presentations or notes online, it doesn't mean that you should.

Course Name & Number	Semester & Year
Professor Name and Email	Grade Earned
	I Want To Remember 

Course Name & Number	Semester & Year
Professor Name and Email	Grade Earned
	I Want To Remember 

Course Name & Number	Semester & Year
Professor Name and Email	Grade Earned
	I Want To Remember 

Get an internship. Then get another internship. Get as much experience as you can, because when you graduate, everyone else will have a little piece of paper saying essentially the same thing yours does, so it's important to do things that help you stand out. Maybe you can get course credit for your internship.

Course Name & Number	Semester & Year
Professor Name and Email	Grade Earned
<p>I Want To Remember</p>	

Course Name & Number	Semester & Year
Professor Name and Email	Grade Earned
<p>I Want To Remember</p>	

Course Name & Number	Semester & Year
Professor Name and Email	Grade Earned
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Course Name & Number	Semester & Year
Professor Name and Email	Grade Earned
	<p style="text-align: center;">I Want To Remember</p>

Course Name & Number	Semester & Year
Professor Name and Email	Grade Earned
	<p style="text-align: center;">I Want To Remember</p>

Classes I took

Course Name & Number	Semester & Year
Professor Name and Email	Grade Earned
	<p>I Want To Remember</p> <p>Course →</p> <p>← Professor</p>

Course Name & Number	Semester & Year
Professor Name and Email	Grade Earned
	<p>I Want To Remember</p> <p>Course →</p> <p>← Professor</p>

Course Name & Number	Semester & Year
Professor Name and Email	Grade Earned
	<p>I Want To Remember</p> <p>Course →</p> <p>← Professor</p>

*Your academic advisor will help you pick classes and graduate.
 Your mentor will help you find jobs and a career that fits your personality.
 They don't have to be the same person.*

Course Name & Number	Semester & Year
Professor Name and Email	Grade Earned
<p>I Want To Remember</p>	

Course Name & Number	Semester & Year
Professor Name and Email	Grade Earned
<p>I Want To Remember</p>	

Course Name & Number	Semester & Year
Professor Name and Email	Grade Earned
<p>I Want To Remember</p>	

Piling all of your classes on to Tuesday and Thursday so that you can have four-day weekends may seem like a good idea at the time, but it's not. It means that all of your papers and projects will always be due at the same time, and if you miss just one day of class, you'll get very behind.

Course Name & Number	Semester & Year
Professor Name and Email	Grade Earned
<p>I Want To Remember</p>	

Course Name & Number	Semester & Year
Professor Name and Email	Grade Earned
<p>I Want To Remember</p>	

Course Name & Number	Semester & Year
Professor Name and Email	Grade Earned
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Course Name & Number	Semester & Year
Professor Name and Email	Grade Earned
<p style="text-align: center;">I Want To Remember</p>	

**Section 3:
Activities,
Meetings,
and
Speakers**

Activities

Title/Name of Activity	Date
People or Contacts	Time Spent

Notes



What I will take away from this activity

Follow Up Actions

- Thank-you note / follow-up email
- Link-In with contacts
- _____
- _____
- _____

Title/Name of Activity

Date

People or Contacts

Time Spent

Notes



What I will take away from this activity

- Follow Up Actions**
- Thank-you note / follow-up email
 - Link-In with contacts
 - _____
 - _____
 - _____

Title/Name of Activity

Date

People or Contacts

Time Spent

Notes



What I will take away from this activity

- Follow Up Actions**
- Thank-you note / follow-up email
 - Link-In with contacts
 - _____
 - _____
 - _____

Activities

**Title/Name
of Activity**

Date

**People or
Contacts**

Time Spent

Notes



What I will take away from this activity

Follow Up Actions

- Thank-you note / follow-up email
- Link-In with contacts
- _____
- _____
- _____

Activities

Title/Name of Activity	Date
People or Contacts	Time Spent

Notes



What I will take away from this activity

Follow Up Actions

- Thank-you note / follow-up email
- Link-In with contacts
- _____
- _____
- _____

Title/Name of Activity

Date

People or Contacts

Time Spent

Notes



What I will take away from this activity

- Follow Up Actions**
- Thank-you note / follow-up email
 - Link-In with contacts
 - _____
 - _____
 - _____

Activities

Title/Name of Activity	Date
People or Contacts	Time Spent

Notes



What I will take away from this activity

Follow Up Actions

- Thank-you note / follow-up email
- Link-In with contacts
- _____
- _____
- _____

Title/Name of Activity

Date

People or Contacts

Time Spent

Notes



What I will take away from this activity

- Follow Up Actions**
- Thank-you note / follow-up email
 - Link-In with contacts
 - _____
 - _____
 - _____

Activities

Title/Name of Activity	Date
People or Contacts	Time Spent

Notes



What I will take away from this activity

Follow Up Actions

- Thank-you note / follow-up email
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Title/Name of Activity

Date

People or Contacts

Time Spent

Notes



What I will take away from this activity

- Follow Up Actions**
- Thank-you note / follow-up email
 - Link-In with contacts
 - _____
 - _____
 - _____

Activities

Title/Name of Activity	Date
People or Contacts	Time Spent

Notes



What I will take away from this activity

Follow Up Actions

- Thank-you note / follow-up email
- Link-In with contacts
- _____
- _____
- _____

Title/Name of Activity

Date

People or Contacts

Time Spent

Notes



What I will take away from this activity

- Follow Up Actions**
- Thank-you note / follow-up email
 - Link-In with contacts
 - _____
 - _____
 - _____

Title/Name of Activity

Date

People or Contacts

Time Spent

Notes



What I will take away from this activity

- Follow Up Actions**
- Thank-you note / follow-up email
 - Link-In with contacts
 - _____
 - _____
 - _____

Activities

**Title/Name
of Activity**

Date

**People or
Contacts**

Time Spent

Notes



What I will take away from this activity

Follow Up Actions

- Thank-you note / follow-up email
- Link-In with contacts
- _____
- _____
- _____

Title/Name of Activity

Date

People or Contacts

Time Spent

Notes



What I will take away from this activity

- Follow Up Actions**
- Thank-you note / follow-up email
 - Link-In with contacts
 - _____
 - _____
 - _____

Activities

**Title/Name
of Activity**

Date

**People or
Contacts**

Time Spent

Notes



What I will take away from this activity

Follow Up Actions

- Thank-you note / follow-up email
- Link-In with contacts
- _____
- _____
- _____

Title/Name of Activity

Date

People or Contacts

Time Spent

Notes



What I will take away from this activity

- Follow Up Actions**
- Thank-you note / follow-up email
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 - _____
 - _____
 - _____

Activities

**Title/Name
of Activity**

Date

**People or
Contacts**

Time Spent

Notes



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Date

People or Contacts

Time Spent

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 - _____

Activities

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of Activity**

Date

**People or
Contacts**

Time Spent

Notes



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Follow Up Actions

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- _____
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Activities

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People or Contacts

Time Spent

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Title/Name of Activity

Date

People or Contacts

Time Spent

Notes



What I will take away from this activity

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 - _____
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 - _____

Activities

**Title/Name
of Activity**

Date

**People or
Contacts**

Time Spent

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Date

**People or
Contacts**

Time Spent

Notes



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Activities

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People or Contacts	Time Spent

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What I will take away from this activity

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- _____
- _____

Title/Name of Activity

Date

People or Contacts

Time Spent

Notes



What I will take away from this activity

- Follow Up Actions**
- Thank-you note / follow-up email
 - Link-In with contacts
 - _____
 - _____
 - _____

Title/Name of Activity

Date

People or Contacts

Time Spent

Notes



What I will take away from this activity

- Follow Up Actions**
- Thank-you note / follow-up email
 - Link-In with contacts
 - _____
 - _____
 - _____

Activities

**Title/Name
of Activity**

Date

**People or
Contacts**

Time Spent

Notes



What I will take away from this activity

Follow Up Actions

- Thank-you note / follow-up email
- Link-In with contacts
- _____
- _____
- _____

**Section 4:
Service
Activities
and
Helping
Others**

Service

Organization Served

Dates & Time Spent



How I served

[Large grey rectangular area for writing]

[Horizontal lines for dates and time spent]

People I Met

[Horizontal lines for listing people met]

My Skills Used

[Large purple rectangular area for writing]

- Teamwork
- Oral Communication
- Writing
- Creativity
- Problem-solving
- _____
- _____
- _____
- _____
- _____

What I learned

[Horizontal lines for listing what was learned]

Service

Organization Served

Dates & Time Spent



How I served

A large, empty rectangular box with a light gray background, intended for writing a description of how the service was provided.

People I Met

A series of horizontal lines for writing the names of people met during the service.

My Skills Used

- Teamwork
- Oral Communication
- Writing
- Creativity
- Problem-solving
- _____
- _____
- _____
- _____
- _____

What I learned

A large, empty purple rectangular box for writing about what was learned from the service.

A series of horizontal lines for writing dates and time spent on the service.

Service

Organization Served

Dates & Time Spent



How I served

A large, empty rectangular area with a light gray background, intended for writing about how the service was provided.

A series of horizontal lines for writing dates and time spent on the service.

People I Met

A series of horizontal lines for writing the names of people met during the service.

My Skills Used



- Teamwork
- Oral Communication
- Writing
- Creativity
- Problem-solving
- _____
- _____
- _____
- _____
- _____

What I learned



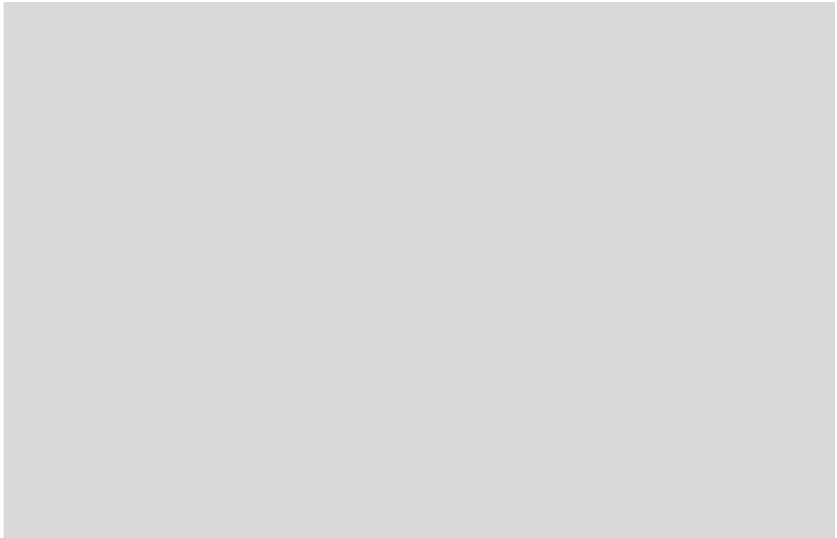
A large, empty purple rectangular area, likely for reflecting on what was learned from the service.

Organization Served

Dates & Time Spent



How I served



People I Met

Lined area for listing people met during service.

My Skills Used

A large purple rectangular area intended for describing the user's skills.

- Teamwork
- Oral Communication
- Writing
- Creativity
- Problem-solving
- _____
- _____
- _____
- _____
- _____

What I learned

Lined area for recording dates and time spent on service.

Organization Served

Dates & Time Spent



How I served

A large, empty rectangular box with a light gray background, intended for the user to describe how they served.

A series of horizontal lines for writing dates and time spent.

People I Met

A series of horizontal lines for listing the names of people met.

My Skills Used

A large, empty purple rectangular box for listing skills used.

- Teamwork
- Oral Communication
- Writing
- Creativity
- Problem-solving
- _____
- _____
- _____
- _____
- _____

What I learned

A series of horizontal lines for describing what was learned.

Organization Served

Dates & Time Spent



How I served

[Large grey rectangular area for writing]

[Series of horizontal lines for writing dates and time spent]

People I Met

[Series of horizontal lines for writing names of people met]

My Skills Used

[Large purple rectangular area for writing details]

- Teamwork
- Oral Communication
- Writing
- Creativity
- Problem-solving
- _____
- _____
- _____
- _____
- _____

What I learned

Organization Served

Dates & Time Spent



How I served

A large, empty rectangular box with a light gray background, intended for describing how the user served.

A vertical column of 14 horizontal lines for recording dates and time spent.

People I Met

A vertical column of 14 horizontal lines for listing the names of people met.

My Skills Used

A large, empty purple rectangular box for listing skills used.

- Teamwork
- Oral Communication
- Writing
- Creativity
- Problem-solving
- _____
- _____
- _____
- _____
- _____

What I learned

A vertical column of 14 horizontal lines for recording what was learned.

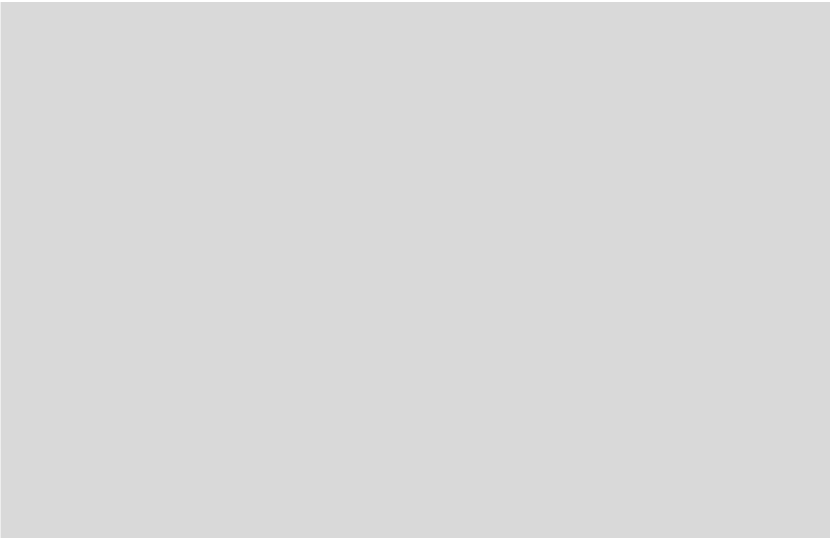
Service

Organization Served

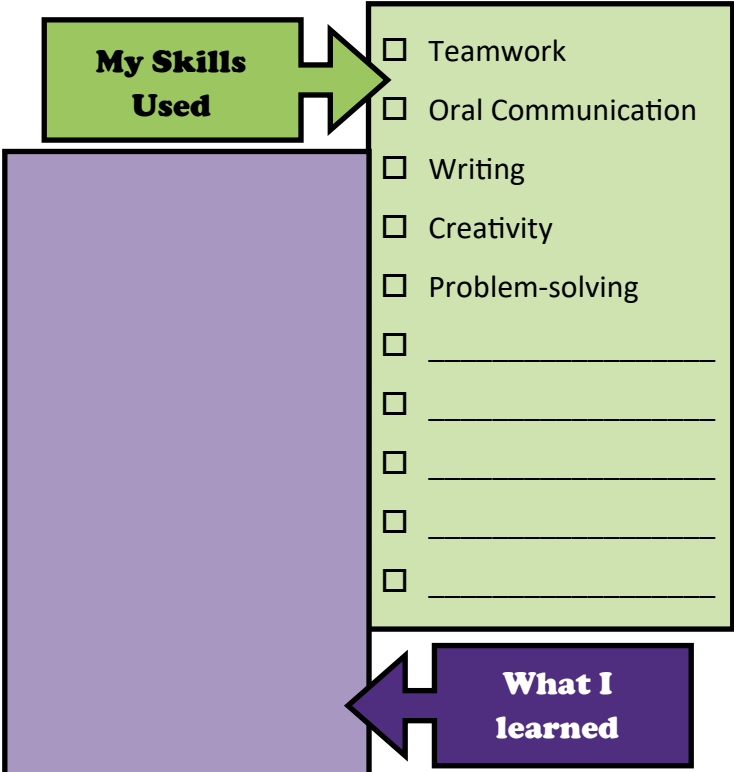
Dates & Time Spent



How I served



People I Met



Organization Served

Dates & Time Spent



How I served

Large grey rectangular area for writing.

Series of horizontal lines for writing dates and time spent.

People I Met

Series of horizontal lines for listing people met.

My Skills Used

Large purple rectangular area for listing skills used.

- Teamwork
- Oral Communication
- Writing
- Creativity
- Problem-solving
- _____
- _____
- _____
- _____
- _____

What I learned

Series of horizontal lines for writing what was learned.

Organization Served

Dates & Time Spent



How I served

A large, empty rectangular area with a light gray background, intended for describing how the user served.

A vertical column of 18 horizontal lines on the right side of the page, intended for recording dates and time spent.

People I Met

A vertical column of 18 horizontal lines on the left side of the page, intended for listing people met.

My Skills Used

A large, empty purple rectangular box intended for listing skills used.

- Teamwork
- Oral Communication
- Writing
- Creativity
- Problem-solving
- _____
- _____
- _____
- _____
- _____

What I learned

A vertical column of 18 horizontal lines on the right side of the page, intended for recording what was learned.

Service

Organization Served

Dates & Time Spent



How I served

[Large grey rectangular area for writing]

[Series of horizontal lines for writing dates and time]

People I Met

[Series of horizontal lines for listing people met]

My Skills Used

- Teamwork
- Oral Communication
- Writing
- Creativity
- Problem-solving
- _____
- _____
- _____
- _____
- _____

What I learned

[Large purple rectangular area for writing skills and learning]

Section 5: Projects and Competitions

Projects and Competitions

**Title/Name
of Project**

**Course
or Club**

Semester

Group Members

Purpose

Deliverables
(Paper, Presentation, etc.)

Why this project matters

**My
Contributions
to This
Project I Am
Proud Of!**

Results

**Title/Name
of Project**

**Course
or Club**

Semester

Group Members

Purpose

Deliverables
(Paper, Presentation, etc.)

Why this project matters



**Title/Name
of Project**

**Course
or Club**

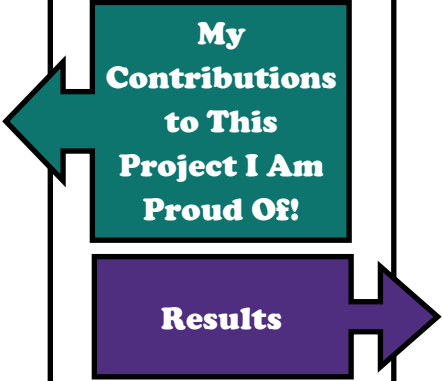
Semester

Group Members

Purpose

Deliverables
(Paper, Presentation, etc.)

Why this project matters



Projects and Competitions

Title/Name
of Project

Course
or Club

Semester

Group Members

Purpose

Deliverables
(Paper, Presentation, etc.)

Why this project matters

My
Contributions
to This
Project I Am
Proud Of!

Results

Projects **and** Competitions

Title/Name of Project

Course or Club

Semester

Group Members

Purpose

Deliverables
(Paper, Presentation, etc.)

Why this project matters



Title/Name of Project

Course or Club

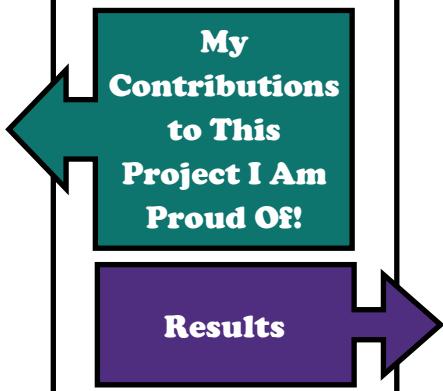
Semester

Group Members

Purpose

Deliverables
(Paper, Presentation, etc.)

Why this project matters



Title/Name of Project

Course or Club

Semester

Group Members

Purpose

Deliverables
(Paper, Presentation, etc.)

Why this project matters

**My
Contributions
to This
Project I Am
Proud Of!**

Results

Projects and Competitions

Title/Name of Project

Course or Club

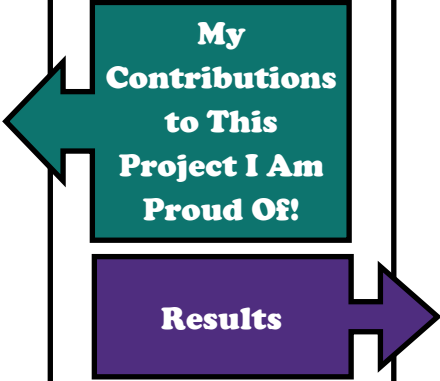
Semester

Group Members

Purpose

Deliverables
(Paper, Presentation, etc.)

Why this project matters



Projects **and** Competitions

Title/Name of Project

Course or Club

Semester

Group Members

Purpose

Deliverables
(Paper, Presentation, etc.)

Why this project matters

My Contributions to This Project I Am Proud Of!

Results

Title/Name of Project

Course or Club

Semester

Group Members

Purpose

Deliverables
(Paper, Presentation, etc.)

Why this project matters

My Contributions to This Project I Am Proud Of!

Results

Projects and Competitions

Title/Name of Project

Course or Club

Semester

Group Members

Purpose

Deliverables
(Paper, Presentation, etc.)

Why this project matters



Projects and Competitions

Title/Name of Project

Course or Club

Semester

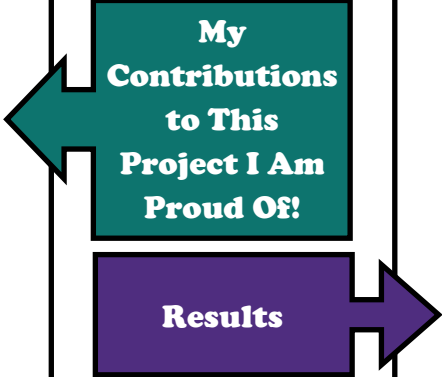
Group Members

Purpose

Deliverables
(Paper, Presentation, etc.)

Why this project matters

Empty box for notes or reflections.



Empty box for notes or reflections.

**Title/Name
of Project**

**Course
or Club**

Semester

Group Members

Purpose

Deliverables
(Paper, Presentation, etc.)

Why this project matters

**My
Contributions
to This
Project I Am
Proud Of!**

Results

Title/Name of Project

Course or Club

Semester

Group Members

Purpose

Deliverables
(Paper, Presentation, etc.)

Why this project matters

My Contributions to This Project I Am Proud Of!

Results

Projects **and** Competitions

Title/Name of Project

Course or Club

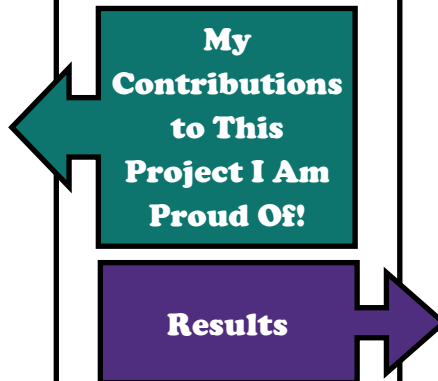
Semester

Group Members

Purpose

Deliverables
(Paper, Presentation, etc.)

Why this project matters



Projects and Competitions

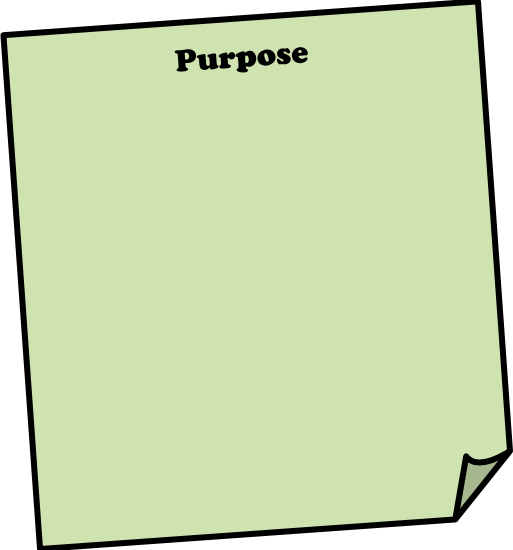
Title/Name
of Project

Course
or Club

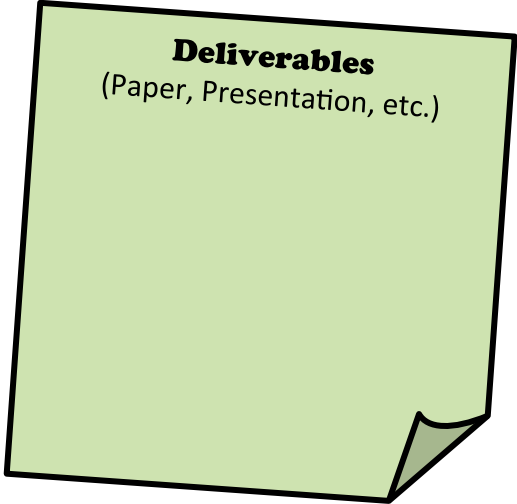
Semester

Group Members

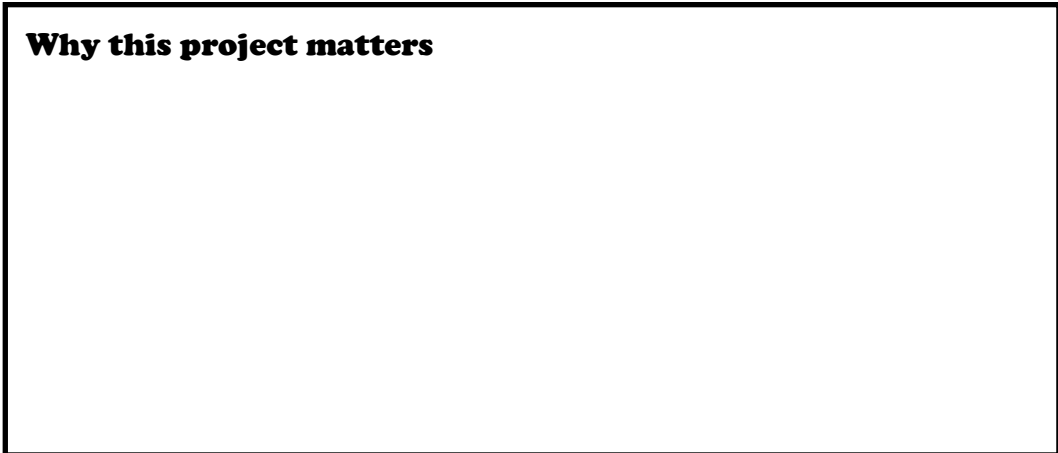
Purpose



Deliverables
(Paper, Presentation, etc.)

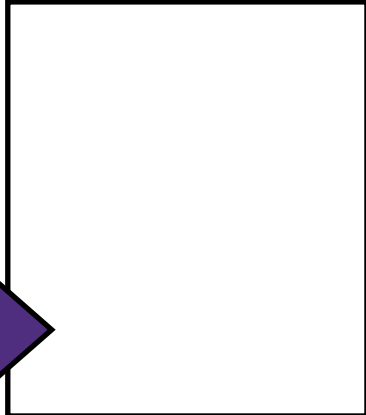


Why this project matters



My
Contributions
to This
Project I Am
Proud Of!

Results



Title/Name of Project

Course or Club

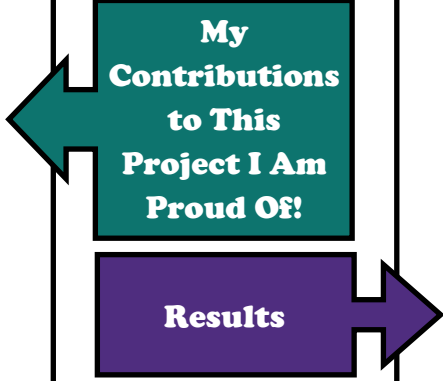
Semester

Group Members

Purpose

Deliverables
(Paper, Presentation, etc.)

Why this project matters



Title/Name of Project

Course or Club

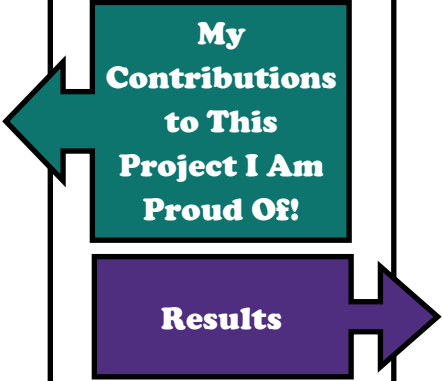
Semester

Group Members

Purpose

Deliverables
(Paper, Presentation, etc.)

Why this project matters



Projects and Competitions

Title/Name
of Project

Course
or Club

Semester

Group Members

Purpose

Deliverables
(Paper, Presentation, etc.)

Why this project matters

**My
Contributions
to This
Project I Am
Proud Of!**

Results

Section 6: Connections

Connections

Name:	Email:	Cell:
Memories:		
Name:	Email:	Cell:
Memories:	Memories:	Memories:
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Connections

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Connections

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Connections

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Connections

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Connections

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Memories:		
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Connections

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Memories:		
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Name:	Email:	Cell:
Memories:	Memories:	Memories:
Name:	Email:	Cell:
Memories:	Memories:	Memories:

Section 7: Appendix

Essential Skills

- Business Writing
- Facilitation Skills
- Managing Distractions
- Ethical Decision Making
- Negotiation Skills
- Conflict Management
- Change Management
- Business Presentations
- Emotional Intelligence
- Time Management
- Dining Etiquette

Tips on the Web

www.ucaaccounting.org/tips

- Resume Writing
- Thank You Notes
- Cover Letters
- Professional Dress
- And More