

Undergraduate Professional Enrichment Plan

Professional Enrichment (PE) is a yearly program that seeks to help students prepare for success at WP Cotsakos College of Business (CCOB) and a successful transition to life after WP – career, graduate school, business enterprise. This involves preparing them to conquer the challenges they will meet during their college career and in the future.

0-30 Credits (Year 1)

Semester 1

- Attend a club fair on campus and consider joining a club that aligns with your interests
- Meet with your professional Academic Advisor to review the expectations of your initial 4-year PE plan
- Schedule and attend an appointment with the Career Development Center to activate and Complete the Handshake profile
- Participate in at least one career and professional development program (R)

Semester 2

- Complete the first draft of a LinkedIn profile
- Participate in at least two career and professional development workshops (R) (cumulative)
- Prepare a professional resume and have it reviewed by a Career Services Department Professional

31-60 Credits (Year 2)

Semester 1


- Review and update the 4-year PE plan with your professional Academic Advisor
- Become a member of a campus student club(s) and organization(s)
- Meet with the Career Development Center to review and get approval for resume, and upload approved resume into Handshake
- Work with the Career Development Center to finalize and complete a LinkedIn profile
- Attend an etiquette dinner event
- Participate in at least one career and professional development program
- Attend other activities approved by professional Academic Advisors and/or CCOB PE consultants (approved program may require a reflection component)

Semester 2

- Begin researching internship opportunities (idea, alumni, or upper-classmen panel)
- Attend a workshop with a potential leadership/fellowship partner (e.g. Pesce, INROADS, and/or MLT) and highly consider pursuing a mentorship program
- Attend a Career Fair
- Increase technology skills (e.g. excel certification)
- Connect with Career Development to schedule and participate in a mock interview
- Participate in at least two career and professional development workshops (cumulative)
- Attend other activities approved by professional Academic Advisors and/or CCOB PE consultants (approved program may require a reflection component)

CONTACT US

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61-90 Credits (Year 3)

Semester 1

- Reviewed and updated their 4-year PE plan with their professional Academic Advisor
- Applied for internships/externships, coop, or similar approved experiential learning opportunity
- Identified and secured a professional mentor, applied for the Pesce Family Mentoring program depending on eligibility
- Scheduled an appointment and met with the Career Development Center and Academic Advisor to discuss their career progress
- Participated in at least one career and professional development program
- Attended other activities approved by professional Academic Advisors and/or CCOB PE consultant (approved program may require reflection component)

Semester 2


- Become an officer/leader or active member of a student club or organization on campus
- Attend an etiquette workshop
- Connected with Career Development to schedule and conduct a mock interview
- Applied for and completed an internship or other significant experiential learning opportunities
- Participated in at least one career and professional development program
- Attended a career fair
- Attended other activities approved by professional Academic Advisors and/or CCOB PE consultant (approved program may require a reflection component)

To ensure exposure and access to students, the CCOB in collaboration with the Career Development Center will conduct ongoing corporate workshops/information sessions. Events/workshops may be appropriate for multiple years. Students are encouraged to attend as many events as possible.

Any PE item reflecting an (R) next to it requires a reflection component.

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91-120 Credits (Year 4)

Semester 1

- Reviewed and updated their 4-year PE plan with professional Academic Advisor
- Schedule and attend an appointment with the Career Center to plan for the next steps post-graduation
- Participated in a networking event
- Review and begin the First Destination Survey (found in Handshake)
- Completed internship/Coop/Job Shadow and/or approved significant experiential learning opportunity
- Participated in at least one career and professional development program
- Attended other activities approved by professional Academic Advisors and/or CCOB PE consultant (approved program may require a reflection component)

Semester 2

- Completed the program assessments (First Destination Survey found in Handshake), PE post-survey, and undergraduate exit survey
- Participated in a civic engagement event
- Landed and accepted full-time employment (unless other arrangements have been discussed with Academic Advisors and/or CCOB PE consultant)
- Completed and submitted final reflection assignment
- Participated in at least two career and professional development workshops
- Attended other activities approved by professional Academic advisors and/or CCOB PE consultant (approved program may require a reflection component)
- Completed internship/Coop/Job Shadow and/or approved significant experiential learning opportunity


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