

# COTSAKOS COLLEGE OF BUSINESS

## PROFESSIONAL ENRICHMENT PROGRAM

The Professional Enrichment (PE) program at the Cotsakos College of Business is designed to support students throughout their college career as they prepare for a highly competitive and demanding job market. Our PE program is a degree requirement for all business and economics majors and starts developing students in their first semester and continues to graduation.

### PENB1001 [0-15 credits]

- Meet with your PE Director / Coordinator to review the expectations of your initial 4-year PE plan
- Attend a Club Fair on campus
- Complete your Handshake profile
- Complete Introduction to Professionalism webinar / workshop
- Participate in at least one additional approved career and professional development program

### PENB1002 [16-30 credits]

- Create a LinkedIn profile (consider attending Career Development Center event to get a professional headshot)
- Attend "What Can I do with my Degree" event and complete reflection exercise
- Prepare a professional resume, have it reviewed by the Career Development Center, and upload it into Handshake
- Attend Club Meeting or Event
- Participate in at least one additional approved career and professional development program

### PENB1003 [31-45 credits]

- Review and update the 4-year PE plan with PE Director / Coordinator
- Join Student Club
- Update your LinkedIn profile and follow five companies / professionals
- Complete etiquette requirement
- Participate in a networking event
- Complete a Forage activity or another significant experiential learning activity (e.g., job shadow, field trip)
- Participate in at least one additional approved career and professional development program

### PENB1004 [46-60 credits]

- Work with your Career Coach to develop an internship search plan; identify requirements or options to gain experience related to your major and goals
- Update your resume and have it reviewed by the Career Development Center
- Apply for internships/externships, coop, or similar approved experiential learning opportunity
- Attend a Career Fair
- Complete a mock interview with Career Development Center
- Participate in at least one additional approved career and professional development program

### PENB1005 [61-75 credits]

- Review and update 4-year PE plan with PE Director / Coordinator
- Identify and secure a professional mentor, meet with mentor at least twice and submit reflection on your mentorship experience
- Secure an internship or similar experiential learning opportunity and explore the option of earning credit for your internship
- Complete experience / program that increases your technology skills (e.g. Excel certification)
- Participate in at least one additional approved career and professional development program

### PENB1006 [76-90 credits]

- Update your resume and have it reviewed by the Career Development Center
- Complete a mock interview with the Career Development Center
- Complete an internship or other significant experiential learning opportunity
- Attend a career fair
- Attend specified career exploration event and complete reflection exercise

### PENB1007 [91-105 credits]

- Review and update 4-year PE plan with a PE Director / Coordinator
- Complete workshop /webinar about preparing for life after graduation and prepare a plan for the next steps post-graduation
- Participate in a Networking event
- Update your LinkedIn with current coursework, certifications, badges, and club involvement, and add five new companies or professionals.
- Participate in leadership development program

### PENB1008 [106+ credits]

- Update your resume and have it reviewed by the Career Development Center
- Participate in a civic engagement event
- Apply for full-time employment or graduate program
- Participate in leadership development program
- Complete and submit final reflection assignment
- Complete the program assessments: PE Exit Survey, undergraduate exit survey, and First Destination Survey.



**FOR MORE INFO**

Scan the QR code to visit our website  
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