



Meaningful Work Checklist

Submit to David Reast, Coordinator of Meaningful Work
dreast@schreiner.edu

Student Name: _____ ID: _____ Phone: _____
Major/Minor: _____ Personal email: _____

- ✓ Gain the *Marketable Skills* needed in today's workplace
- ✓ Clarify your *Career Goals* and plan for your future
- ✓ Get a head start on your *Professional Development*

I. Phase I: Your Professional Profile

- Complete all the following:
 - Complete your *Handshake* profile: Upload resume, photo, experience, etc.
 - Follow *Schreiner Works* on *Instagram*
 - Create a *LinkedIn* profile w/photo and make at least 25 connections

II. Phase II: Your Professional Network

- Attend at least one of the following:
 - Schreiner Experience Fair
 - Schreiner Graduate & Professional School Fair
 - Schreiner All Majors Job & Internship Fair
 - Schreiner Etiquette Dinner
 - Other: _____
- Attend at least three of the following:
 - Schreiner Academic Showcase: _____
 - Career Development Workshop: _____
 - Career Excursions (Employer Site Visits): _____
 - Job Shadow Experience: _____
 - Job Fair (off campus): _____
 - Professional Conference: _____

III. Phase III: Your Self-knowledge, Academic Career Plan & Coursework

- Complete your *FOCUS2* assessment and *College Academic Plan* (in IDST 1301)
- Complete at least one of the following courses (others may count):
 - BSAD 1331 (Professional Skills) Other: _____
 - COMM 2301 (Communication) Other: _____
 - IDST 2200 (Career Exploration) Other: _____
 - BIOL 2350 (Writing & Research in Science)
 - RELI 3397 (Leading Lives That Matter)

IV. Phase IV: Your Experience and Training*

- Work Experience:** Campus work-study job and/or off-campus work experience
- Internship(s):** Complete an internship through one of the following courses/programs:

ACCT 4398	ART 4398	BIOL 4398	DESN 4398
CHEM 4398	CIT 4398	COMM 4398	EXSI 3398
FIN 4398	MGMT 4398	MKTG 4398	POLS 3398
PBHL 4397	PSYC 4398	RELI 4398	THRE 4398

*Note: Nursing and Teacher Education majors qualify for this section through their program



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V. Phase V: Evaluate your *Career Readiness Competencies*:

- Check off the skills acquired during your Schreiner Experience:
 - Accuracy/Detail Oriented
 - Communication Skills: Verbal and Written
 - Critical/Analytical Thinking
 - Customer Service
 - Diversity Awareness
 - Fiscal Management
 - Global Understanding
 - Initiative
 - Leadership Skills
 - Marketing and Promotion
 - Morality and Ethics
 - Problem Solving Skills
 - Reading Comprehensively
 - Teamwork
 - Time Management
 - Working Independently
 - Technology Skills
 - MS Word
 - MS Excel
 - MS Publisher
 - MS PowerPoint
 - MS Outlook
 - Prezi/Canva
 - Adobe
 - Photoshop
 - Other: _____
 - Other: _____
 - Other: _____
 - Other: _____