

The Business Administration Department fuses academics and practical experience through our programs and areas of concentration. Our programs equip students with the essential knowledge of business theories, practical business skills, and innovative technology; then apply that knowledge strategically and ethically along with the ability to adapt to world changes. Students may concentrate in Accounting, Entrepreneurship, Management, and Marketing.

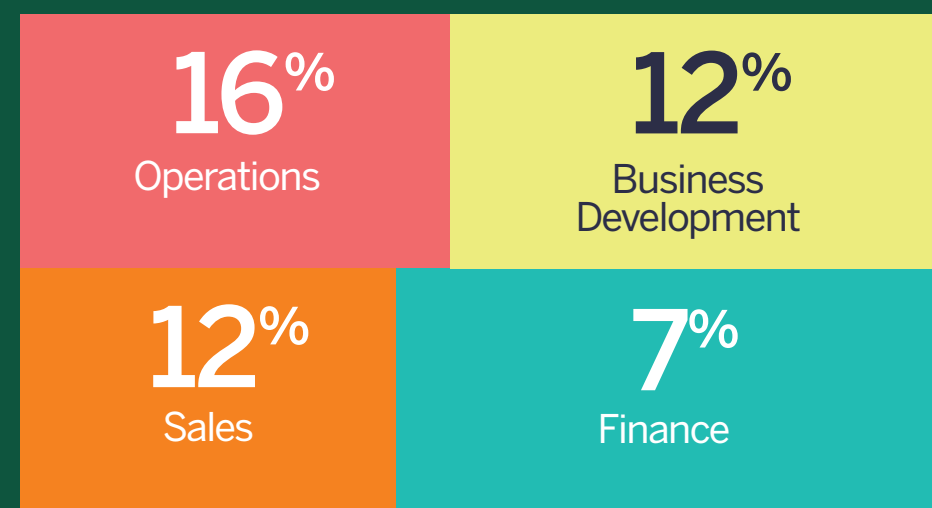
HOW TO USE THE ACTION PLAN

Use the Action Plan timeline to explore potential career paths and plan for success during and after your college experience. The Action Plan provides suggestions and a place to start the conversation with your advisor, but every person and every career journey is unique. Customize your own personal action plan using the **My Business Administration Action Plan tool** (next page).

Maximize the time you have in college to prepare for your future. What do you want to do after you graduate with a multi-purpose Business Administration degree?

The Action Plan helps you to come up with tentative goals (remember, it's ok if these change as you continue to learn more about yourself and the field!) so you can start working on short-term steps to help you reach those goals or shift directions. Remember, you do not have to do this all on your own, get the support you need from your department and from Student Support Services like **Career Services and Advising (CSA)**.

ALUMNI CAREER FIELDS



WHY CONSIDER AN INTERNSHIP?

- Gain experience in potential career fields
- Discover areas of interest
- Build your professional network

EXAMPLES OF PAST INTERNSHIPS & RESEARCH

- Buying and Planning & Allocation Intern: TJX Companies
- IRS Intern: IRS Treasury Acquisition Institute
- Human Resources Intern: Albertsons Companies, Inc.

ALUMNI STORY TORAH SMITH, '22

“ I work for Avery Dennison, which is a Fortune 500 multinational corporation, in the role of Production Scheduler. I am responsible for scheduling when, what, and how long each machine runs here at the plant. I've always had a knack for schedules, so this job exercises my brain perfectly. I've learned so many new things, even within the few months I've been working here. I've learned the importance of professionalism, and succinct but polite communication. I've learned some of the technical details of injection molding, gotten drastically better at Microsoft Excel and Access, and so much more! I am very much enjoying what I do every day, and I wouldn't be here without the help of Fitchburg State's Business program and all the professors who got me here.



Employer: Avery Dennison
Major: Business Administration, Management concentration



CORE COMPETENCIES

Critical Thinking/Problem Solving: Apply relevant information from all areas of knowledge to assess situations, identify problems and find solutions.

Teamwork/Collaboration: Collaborate and contribute to a team environment to achieve a planned goal.

Oral/Written Communication: Demonstrate effective oral and written forms of business communication by being professional in tone and following business conventions; by being clear and easy to interpret; by being concise and providing evidence, insightful data, and logic; and by adhering to ethical standards.

Business Knowledge: Integrate the concepts in the core functional areas of business to formulate informed decisions.

Business Environment: Apply knowledge of the ethical, legal, economic, and global environment to practical business situations and ascertain their impact.

Analysis & Technology Utilization: Apply digital intelligence to make, improve, and defend business decisions in a responsible and sustainable manner.

Management & Leadership: Analyze the role of motivation and influence in achieving a coordinated goal. Exhibit a growth-mindset to harness creativity and innovation.

Take a look at the suggested activities in the Action Plan below. You do not need to complete all these tasks, but it is a place to start generating ideas. Think about what you would like to work on now in order to feel well prepared to enter your career field or graduate school upon graduation. Use the blank My Action Plan tool with your advisor to come up with the action items that are priorities for you. Revisit and revise this action plan each semester.

FIRST YEAR

SOPHOMORE YEAR

JUNIOR YEAR

FINAL YEAR

ACHIEVE ACADEMIC MILESTONES

Take foundational courses in General Education and from the Business Administration core.
Work with your advisor to learn about the various concentrations.

Select Gen Ed courses that challenge and interest you.
Confirm that your major and concentration choice is right for you.
Declare a minor or double-major if desired and begin corresponding coursework.

Work closely with your academic advisor to refine your full plan of study and make sure it aligns with your career path.

Take the Capstone course that links all that you have learned together.
Go over remaining degree requirements with your advisor and apply for Graduation.

BUILD EXPERIENCE

Consider a part-time job to build your experience.
Begin collecting materials for a professional portfolio.

Talk to your advisor about opportunities for internships and experiential learning.

Search and apply to internships.
Consider submitting work to the FSU Undergraduate Research Conference (In Spring).

Complete an internship.
Begin approaching professors to serve as job references or to write letters of recommendation.
If applicable, finalize a professional portfolio.

JOIN THE CAMPUS COMMUNITY

Get involved with business clubs, such as the Business Society and the Entrepreneurship Club.
Join university clubs and events of interest.

Continue involvement in business and university clubs.
Consider leadership positions in clubs and organizations you belong to.

Join Sigma Beta Delta Honor Society (by invitation).
Seek out leadership positions in the business department clubs, university clubs and organizations.

Attend campus events and connect with alumni and guests to build your network.

EXPLORE CIVIC & GLOBAL ENGAGEMENT

Discover Business from a global perspective.
Volunteer on-campus or with local organizations.

Talk with your advisor about the possibility of studying abroad.

Consider taking an international faculty-led course or program.
Take on leadership roles in any organizations you volunteer with.

Consider participating in a service organization or fellowship after graduation.

PREPARE FOR LIFE AFTER GRADUATION

Attend CSA workshops.
Create a resume and have it reviewed by an advisor in the Career Services and Advising (CSA) Center.
Activate your Handshake account.
Create a LinkedIn account to begin building your portfolio.

Attend CSA workshops or one-on-one meetings to go over cover letters and interview prep.
Consider participating in alumni job shadowing or informational interviews with professionals in potential career fields.

Attend events with employers on campus/career fairs.
Connect with Business Department Internship Lead to begin the internship process.
If applicable, start researching graduate/professional schools and admissions requirements.
Update your resume and LinkedIn and Handshake profiles.

Develop a list of potential employers and check for recruitment events/open positions throughout the year.
Apply to jobs and/or graduate school.
If applicable, take graduate school entrance exams and complete applications.