

Welcome Sophomores & Juniors!

Office of Career Services (OCS) Planning Timeline

Think about what you have learned about your interests. Did you take a class that sparked a new interest? Did you join a student group that introduced you to new activities that energize you? Apply this learning to what you might plan to do this summer. Explore research opportunities, international study and volunteer experiences, and summer internships and learn how to apply for summer funding. Here is a checklist to help you get started thinking about what to do in your summers and in life beyond Harvard.

RESEARCH OPTIONS (SEPTEMBER–MARCH)

- Talk to proctors, house tutors, teaching fellows, faculty, and others to get some summer advice.
- Attend workshops on finding internships, funding, research, and summer study abroad opportunities.
- Test out your interests by going to panels where speakers talk about their field or region of interest.
- Update your resume. See samples on the OCS website.
- Bring your resume to “Ask Anything” OCS Drop-in Hours (M-F 1:00–4:00pm) to have it reviewed.
- Learn about summer funding options and the application process on the OCS website.
- Come to “Ask Anything” OCS Drop-in Hours to learn more about how to apply for internships, research, study abroad, and funding.
- Learn networking skills and start to build connections in areas that interest you.
- Consider a January Experience during the winter break to help you explore your interests.

CONNECT WITH EMPLOYERS AND ORGANIZATIONS (SEPTEMBER – MARCH)

- Attend the Campus Interview Program Fall Career Fair in September and other OCS fairs that interest you to learn more about different employers and the jobs or internships you might consider for the future.
- Attend the Summer Opportunities & Funding Fair the first week of December.
- Explore Harvard research, study and internship programs such as PRISE, the Center for Public Interest Careers, the Phillips Brooks House Association, the Institute of Politics, and Centers and departments at Harvard such as DRCLAS, Harvard China Fund, Harvard College Research Program, and the Harvard Global Health Institute. Note: All of these will be at the Summer Opportunities & Funding Fair!
- Check out OCS internship listings, including Crimson Careers, UCAN, iNet, and Going Global internship databases and Vault Guides for internship search and interview advice available on the OCS website.

- Keep track of deadlines! Put them on your calendar so they won't slip by. Many deadlines occur in January and February, but don't be surprised if some occur earlier or later. There is little uniformity in deadlines for summer.
- Not sure what to do next or where to start? Come to "Ask Anything" OCS Drop-in Hours (M-F 1:00-4:00pm) to brainstorm ideas.

GET STARTED ON APPLICATIONS (DECEMBER – FEBRUARY)

- Give yourself lots of time to research and contact programs, organizations, and internship employers.
- Meet with an OCS adviser during "Ask Anything" OCS Drop-in Hours to go over strategies and decisions, and for help designing your own opportunity.
- Make a timeline for getting your applications and funding requests done on time.
- Plan to attend "How-To" workshops for help with ideas, proposal writing, budget preparation, resume writing, interviewing skills, etc.
- Start to work on your internship, research, summer study abroad, and funding application materials by January, as some applications will be due early in February.
- Ask proctors, house tutors, teaching fellows, and others to look over your materials.
- If you're still having trouble deciding your interests, stop by "Ask Anything" OCS Drop-in Hours (M-F 1:00pm-4:00pm).

PLAN FOR A NUMBER OF OPTIONS (FEBRUARY – MAY)

- Make sure to have a plan A, B, and C, since many opportunities are highly competitive. It's all right to apply for multiple options. You can sort them out once you hear if you have been accepted.
- Log into Crimson Careers regularly if you are seeking an internship. New ones are posted daily!
- Seek advice from tutors or OCS advisers to help you make choices between options.

*For more information and the most up-to-date schedule:
www.ocs.fas.harvard.edu*