



**EDUCATIONAL OPPORTUNITY FUND PROGRAM**  
**Personal Development Plan**  
**2003-2004**

**Pre-Planning Worksheet**

Student Name \_\_\_\_\_ EOF Advisor \_\_\_\_\_

Directions: The shaping of your Personal Development Plan will be guided by the needs or interests you identify below. Place a check next to the service, program, or activity you believe would assist you with meeting this year's goals. As with all forms of this nature, your selections will be kept confidential.

**I. Using My Major as a Pathway to My Career Goals**

- Learning How to Conduct a Job Search
- Learning How to Prepare for a Job Interview
- Learning How to Prepare a Resume
- Landing an Undergraduate Internship
- Securing an Undergraduate Co-op Placement
- Preparing for Graduate School Admission
- Declaring an Undergraduate Major
- Participating in Career-Interest Inventory Testing
- Selecting a Concentration in the Major or Selecting a Minor
- Gaining Volunteer Experience within an Area of Occupational Interest
- Participating in On-Campus Employment Interviews
- Finding a Graduate School Assistantship
- Fulfilling Requirements for Gaining Admission to My Academic Major

**II. Managing My Studies Successfully & Fulfilling My Academic Goals**

- Taking Lecture Notes
- Learning Test-Taking Techniques
- Creating a Study Plan
- Getting Extra Assistance with Coursework
- Learning How to Calculate My Semester & Cumulative Grade Point Average
- Setting Semester Grade Point Average Goals
- Finding Faculty Mentors
- Learning How to Use the General Education and/or Major Worksheet
- Filing the Graduation Application
- How to Process Grade Appeals, Incompletes & Withdrawals
- How to Appeal Academic Suspension and EOF Program Probation or Suspension

**III. Meeting School Year Related Financial Goals**

- Preparing My Personal Budget
- Finding Temporary, Part-Time and/or Full-Time Employment
- Acquiring Scholarships/Fellowships

**IV. Involving Myself in Special Education Opportunities**

- Pursue Teacher Education Certification
- Join the College Honors Program
- Participate in a Study Abroad Experience
- Gain Admission to Ramapo's Pre-Medical & Pre-Health Professional Studies Program
- Gain Admission to the Ramapo/UMDNJ Joint Degree Program in Clinical Laboratory Sciences
- Gain Admission to the Ramapo/Rutgers BS/Graduate Degree Program in Biology or Chemistry
- Participate in Outside Agency Sponsored Educational Enrichment Programs, Internship & Seminars, Summer & Academic Year, Paid/Unpaid

**V. Participating in Community Involvement Activities**

- Intercollegiate Varsity Athletics
- Intramural Athletics
- Academic, Social, or Political Clubs/Organizations
- Service Oriented Clubs/Organization
- Sororities/Fraternities
- College Governance Organizations, i.e. SGA, College Judicial Board, Residence Life Judicial Board
- Ramapo Student Ambassadors Program
- Cultural/Ethnic Clubs/Organizations
- Communications/Media Clubs: Print, Radio, and TV

**VI. Life Skill Management**

- Individual or Group Counseling: Social & Personal Concerns
- Stress Reduction Assessment/Program
- Parenting Skills Program
- Drug/Alcohol Prevention Program
- Child-Care Services Availability

**VII. Other Areas/Activities**

If you have any needs or interests, which are not listed, but are important for you to address, please describe them below.

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