

# ACTION PLAN

There are many components that go into preparing for an advanced degree. Use this plan to help organize your information in one place. Advanced degree programs are looking for well-rounded applicants with a variety of experiences.

EXPLORING



BUILDING



MASTERING



APPLYING



As you begin your Action Plan, note that this is intended to be a working document and should be updated regularly. It is okay if you have empty spaces as you first begin your preparation journey. Remember: everyone has a different path. Your tracking, major, and college requirements take priority. Your plan may not look like your peers! This plan works through four stages: Exploring, Building, Mastering, and Applying.

## Personal Information

|                               |  |
|-------------------------------|--|
| Name:                         |  |
| UCF Student ID:               |  |
| UCF Email:                    |  |
| Major / Minor Program(s):     |  |
| Expected Graduation Term:     |  |
| Expected Date of Application: |  |

## Personal Purpose

|  |  |
|--|--|
| Why are you interested in this field?<br>(3-5 sentences) |  |
| What is your ultimate career goal?                       |  |

### Suggested Action Items

Attend an [AAP Workshop](#) to help you get started

Follow AAP on [social media](#) for event reminders and other resources

## EXPLORING STAGE

### Area(s) of Interest

 Graduate School

 Health Professional School

 Law School

|  |  |
|--|--|
| Specific school(s) of interest:                    |  |
| Why are you interested in these specific programs? |  |

### Academics

List prerequisite courses required for your program(s) of interest. Sometimes, programs will also *recommend* that you take additional courses. You will want to note these as well.

| Course Name & Number:                          | Credits: | Prerequisite(s): | Final Grade:   | Status   |
|--|----------|------------------|--|--|
|  |          |                  |  | <input type="checkbox"/> Completed <input type="checkbox"/> In Progress <input type="checkbox"/> Need to Take/Retake |
|  |          |                  |  | <input type="checkbox"/> Completed <input type="checkbox"/> In Progress <input type="checkbox"/> Need to Take/Retake |
|  |          |                  |  | <input type="checkbox"/> Completed <input type="checkbox"/> In Progress <input type="checkbox"/> Need to Take/Retake |
|  |          |                  |  | <input type="checkbox"/> Completed <input type="checkbox"/> In Progress <input type="checkbox"/> Need to Take/Retake |
|  |          |                  |  | <input type="checkbox"/> Completed <input type="checkbox"/> In Progress <input type="checkbox"/> Need to Take/Retake |
|  |          |                  |  | <input type="checkbox"/> Completed <input type="checkbox"/> In Progress <input type="checkbox"/> Need to Take/Retake |
|  |          |                  |  | <input type="checkbox"/> Completed <input type="checkbox"/> In Progress <input type="checkbox"/> Need to Take/Retake |
|  |          |                  |  | <input type="checkbox"/> Completed <input type="checkbox"/> In Progress <input type="checkbox"/> Need to Take/Retake |
|  |          |                  |  | <input type="checkbox"/> Completed <input type="checkbox"/> In Progress <input type="checkbox"/> Need to Take/Retake |
|  |          |                  |  | <input type="checkbox"/> Completed <input type="checkbox"/> In Progress <input type="checkbox"/> Need to Take/Retake |
|  |          |                  |  | <input type="checkbox"/> Completed <input type="checkbox"/> In Progress <input type="checkbox"/> Need to Take/Retake |
| What is your overall GPA?                      |          |                  |  |  |
| What is your science GPA?                      |          |                  |  |  |
| How does your GPA compare to program averages? |          |                  | <input type="checkbox"/> Above Average <input type="checkbox"/> Average <input type="checkbox"/> Below Average |  |

### Semesters-at-a-Glance

Work with your Academic Success Coach to create a long-term plan to incorporate your program prerequisites with your degree requirements. It is suggested to highlight your program prerequisites.

*\*After meeting the 9-hour summer requirement, summers are best used gaining additional experience volunteering, doing research, study abroad, or summer programs.*

|             |             |             |
|-------------|-------------|-------------|
| Term: _____ | Term: _____ | Term: _____ |
|             |             |             |
| Term: _____ | Term: _____ | Term: _____ |
|             |             |             |
| Term: _____ | Term: _____ | Term: _____ |
|             |             |             |
| Term: _____ | Term: _____ | Term: _____ |
|             |             |             |

#### Suggested Action Items

[Meet with your Academic Success Coach](#) to discuss degree requirements

Attend [AAP Workshop](#) geared towards being a competitive applicant

## BUILDING STAGE

### Related Experiences

Your experiences and involvement outside of coursework helps showcase your readiness for an advanced degree. List all experiences you have participated in, or plan to participate in, to help prepare you for your program of interest. Remember to update this chart as you participate in these experiences and incorporate into your Semester-at-a-Glance to stay on track.

*\*Pre-Med Students: When filling out your application, you will be required to fill 15 lines of experiences. This can include anything from the list below. The application system will not let you move on until all 15 boxes are completed.*

| Experience Type /<br>Number of Hours:   | Experience Name(s): | Dates:<br>(from – to) | Notes:<br>(Brief explanation of experience, what you learned, why<br>experience is relevant) | Status:  |
|---|---------------------|-----------------------|--|--|
| <b>Related Volunteerism</b><br>(in desired field)<br><br><i>Hours Required:</i>             |                     |                       |  | <input type="checkbox"/> Complete<br><input type="checkbox"/> In Progress<br><input type="checkbox"/> Planned<br><input type="checkbox"/> Not yet considered |
| <b>Non-Related Volunteerism</b><br>(outside of desired field)<br><br><i>Hours Required:</i> |                     |                       |  | <input type="checkbox"/> Complete<br><input type="checkbox"/> In Progress<br><input type="checkbox"/> Planned<br><input type="checkbox"/> Not yet considered |
| <b>Shadowing/<br/>Observation</b><br><br><i>Hours Required:</i>                             |                     |                       |  | <input type="checkbox"/> Complete<br><input type="checkbox"/> In Progress<br><input type="checkbox"/> Planned<br><input type="checkbox"/> Not yet considered |
| <b>Clinical Hours</b><br><br><i>Hours Required:</i>   |                     |                       |  | <input type="checkbox"/> Complete<br><input type="checkbox"/> In Progress<br><input type="checkbox"/> Planned<br><input type="checkbox"/> Not yet considered |
| <b>Leadership</b><br><br><i>Hours Required:</i>   |                     |                       |  | <input type="checkbox"/> Complete<br><input type="checkbox"/> In Progress<br><input type="checkbox"/> Planned<br><input type="checkbox"/> Not yet considered |

|                 |  |  |  |  |
|-----------------|--|--|--|--|
| Research        |  |  |  | <input type="checkbox"/> Complete<br><input type="checkbox"/> In Progress<br><input type="checkbox"/> Planned<br><input type="checkbox"/> Not yet considered |
| Hours Required: |  |  |  |  |

**Letters of Recommendation (LOR)**

Identify 3-5 individuals who know you well and could write you strong, supportive letters of recommendation. Letter requirements will vary by program. For example, you may need to have a certain number of faculty members versus a certain number of professionals.

| What are your intended programs' LOR requirements? |                    |   |                           |
|--|--------------------|---|---------------------------|
| Name & Contact Info:                               | Title/Institution: | Type of Connection:<br>(academic, personal, work, etc.) | Duration of Relationship: |
|  |                    |   |                           |
|  |                    |   |                           |
|  |                    |   |                           |
|  |                    |   |                           |
|  |                    |   |                           |

Suggested Action Items

Attend [AAP Workshop](#) with a focus on LORs/networking

Maintain professional relationships

Review this [resource](#) on LORs

**Resume & CV**

Some programs prefer a resume or CV format to showcase all your experiences. Use the list of your experiences above to help you organize your resume/CV document. Continue to keep this updated as you participate in new experiences.

Suggested Action Items

Attend [AAP Workshop](#) with a focus on resume writing

Review [variety of resume/CV layouts](#)

Get resume/CV reviewed

## Financial Planning

Review the associated costs with your desired program(s). Research fee assistance programs and/or scholarships that might be available. Consider the questions below.

|   |  |
|---|--|
| Is there a Fee Assistance Program you could apply to? List name of program and important deadlines/documents needed.  |  |
| Does your program require an admission test? How much does it cost? Will you need to also purchase test prep materials? Are there retake/cancellation fees? |  |
| What are the associated application costs? If you want to apply to additional programs, is there an extra fee?  |  |
| Are interviews required for your desired program(s)? If so, is travel involved? List associated costs.  |  |
| When you are accepted into a program, will you be required to put down a deposit to secure your spot?   |  |
| Are there scholarship or other assistance opportunities? If so, how much might be awarded and what are the requirements?                                    |  |
| If you are considering programs that are not local, list other financial expenses that should be considered (e.g. out of state tuition).                    |  |
| Do you have undergraduate loans that you will need to start repaying? How much monthly and when do payments begin?  |  |

|  |  |
|--|--|
| How do you primarily plan to pay for your advanced degree? |  |
|--|--|

*Scholarship Tracking*

| Scholarship Name: | Deadline: | Amount: | Website: | Status: |
|-------------------|-----------|---------|----------|---------|
|                   |           |         |          |         |
|                   |           |         |          |         |
|                   |           |         |          |         |
|                   |           |         |          |         |
|                   |           |         |          |         |

*Loan Tracking*

| Loan Name: | Term: | Amount: | Lender/Service: | Federal/Private: | Notes: |
|------------|-------|---------|-----------------|------------------|--------|
|            |       |         |                 |                  |        |
|            |       |         |                 |                  |        |
|            |       |         |                 |                  |        |
|            |       |         |                 |                  |        |
|            |       |         |                 |                  |        |

*Suggested Action Items*

Plan a monthly budget

Attend [AAP Workshop](#) geared towards financial planning

Calculate estimated loan repayment costs through a [Loan Simulator](#)

## MASTERING STAGE

### Admissions Test

Review which standardized test your program requires and how you plan to prepare (e.g. MCAT, LSAT, GRE, etc.)

|  |  |
|--|--|
| Required Test:   |  |
| Planned Test Date/Time Frame:  |  |
| How much prep is recommended prior to taking the test?   |  |
| Test Preparation Plan:<br>-Research test prep services<br>-Visit PHPL Library<br>-Develop study timeline |  |
| What is the minimum test score for your desired program(s)?  |  |
| Personal Test Score Goal:  |  |

### Test Tracking

|   | First Attempt:   | Second Attempt: | Additional Attempts<br>(if necessary): | Additional Attempts<br>(if necessary): |
|---|--|-----------------|--|--|
| Date Taken  |  |                 |  |  |
| Overall Score   |  |                 |  |  |
| Sub-Section Score:<br>_____                           |  |                 |  |  |
| Sub-Section Score:<br>_____                           |  |                 |  |  |
| Sub-Section Score:<br>_____                           |  |                 |  |  |
| How does your top score compare to the minimum score? | <input type="checkbox"/> Above Average <input type="checkbox"/> Average <input type="checkbox"/> Below Average |                 |  |  |





|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Application**

Start working to finalize all application documents and requirements for your program(s).

|  |  |
|--|--|
| Does your intended program utilize an application service?<br><small>(e.g. If you are applying to medical school, you will use AMCAS)</small>      |  |
| When is the application window open?   |  |
| What is the application deadline?  |  |
| Are there additional components to your application that you will need to submit?<br><small>(e.g. Personal Statement, Diversity Statement)</small> |  |
| Should a <a href="#">gap year</a> be considered to enhance your application? If so, what do you need to work on?                                   |  |

Suggested Action Items

Attend [AAP workshop](#) to master application essays

Have application essays reviewed by trusted professional

**Quick Links & Resources**

|                              |                               |
|------------------------------|-------------------------------|
| <a href="#">PHPL Website</a> | <a href="#">AAP Instagram</a> |
| <a href="#">AAP Website</a>  | <a href="#">AAP Facebook</a>  |

|  |                                    |
|--|------------------------------------|
| <a href="#">AAP Workshops &amp; Events</a> | <a href="#">AAP YouTube</a>        |
| <a href="#">UCF Career Services</a>        | <a href="#">UCF Writing Center</a> |