



Sun	Mon	Tue	Wed	Thu	Fri	Sat	
					1	2	
3	4 Independence Day	5	6	7	8	9	
WK 1 10	11 First Day Summer Quarter	STEPS TO GRADUATION AND PORTFOLIO SHOW OVERVIEW Career Advisors visit class to review "Steps to Graduation"				15	16
WK 2 17	18	RESUME AND COVER LETTER PRESENTATION Career Advisors visit class to go over resume and cover letter basics				22	23
WK 3 24 TO DO: Schedule Career Consultation Sessions with CSA	25	26	27 Job Fair 10 UN 4th Floor 11:45AM - 1PM BE THERE!!!!	28	29 DUE: Email first draft of resumes to CSA <small>Word Document Only</small>	30	
31							



	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
WK 4		1	2	3	4	5	6	
		MARKETING STATEMENT AND AI PORTFOLIO SITE OVERVIEW: ai.ourstudentportfolios.com/sanfrancisco CSA discusses Ai Portfolio Web Site. Discussion of Marketing Statements						
WK 5	7	8	9	10	11	12	13	
		FACULTY PORTFOLIO REVIEWS Academic Director and Senior faculty visit class to review portfolios. MAA, GAD, VGP must have DVD authored to show at this time.						
WK 6	14	15	16	17	18	19	20	
		CONTINUE RESUME REVIEWS Marketing Statements DUE.						
WK 7	21	22	23	24	25	26	27	
		INDUSTRY PORTFOLIO REVIEWS Industry Professionals AD and CSA visit class to review portfolios. MAA, GAD, DFVP, and VGP must have DVD authored to show at this time.						
WK 8	28	29	30	31				
DUE: 20 industry specific companies		INTRODUCTION AND OVERVIEW OF ALUMNI RESOURCES: alumniconnections.com/artinstitutes/					DUE: Marketing Statement & Skills on Ai Portfolio Site	



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				1	2	3
					DUE: Marketing Statement & Skills on Ai Portfolio Site	
4	5	6	7	8	9	10
WK 9 TO DO: Email 20 Port. Invitations to Industry Profes-	HOLIDAY Labor Day	Loan Exit Meeting with Financial Aid 12–1pm		Loan Exit Meeting with Audrey Jones 5–6pm	DUE: Resume, images and demo reel uploaded to AI Portfolio Web-	
11	12	13	14	15	16	17
WK 10	Loan Exit Meeting with Financial Aid 5–6pm		DUE: Complete upload of images, marketing statement, resume and reel to	NO HASSLE FOR THE TASSEL Location TBA 12–1pm	DUE: Final portfolio and DVD to CSA	
18	19	20	21	22	23	24
WK 11				PORTFOLIO SHOW Hotel Whitcomb Set up: 1pm Show: 4-8pm		
25	26	27	28	29	30	
WK 12	SCHEDULE WEEKLY MEETING WITH CSA FOR JOB SEARCH					

alumniconnections.com/artinstitutes/
aiportfolioshow.com/sanfrancisco
ai.ourstudentportfolios.com/sanfrancisco/
artinstitutes.optimalresume.com

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