



Who Should Read

Major Map
Implementation Leaders
Major Map Steering
Committee

Tool 1: Experiential Major Map Workplan Template

Plan the Implementation Process

How to Use This Resource

Implementation leaders and steering committee plan key tasks and deadlines for developing experiential major maps.



Phase 1: Plan and Prepare



Make Initial Planning Decisions

- Convene steering committee
- Decide the intended audience(s) for maps
- Determine the experience categories that will become the first column of the major maps
- Announce the project to the campus community
- Create a detailed implementation workplan and timeline



Create Draft Maps

- Project staff gather information from the course catalog, departmental webpages, the career center, and student affairs
- Determine sequence of recommended career development steps
- Use the major map template to create draft versions of each major's map

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Phase 2: Design and Build



Seek Departmental Feedback

- Contact academic and non-academic units for the content that will populate maps
- Send draft maps to campus units and request that they add relevant experiences or edit based on departmental priorities
- Alternatively, ask faculty and staff in relevant campus units to draft content for maps



Design Major Maps

- Graphic designer creates a major map template that meets institutional branding and style guidelines
- Meet with student focus groups to ensure their needs and opinions are captured in the design and content
- Seek feedback from popular employers

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Phase 3: Implement and Evaluate



Finalize Major Maps

- Complete a final edit to ensure that each map is accurate and consistent
- Seek feedback on accessibility from Disability Services, Office of Diversity and Inclusion, and similar campus offices
- Seek final signoff on major maps from academic departments



Distribute and Assess

- Announce the maps to campus, including instructions on how faculty and staff should use them with students and training for academic advisors
- Distribute maps to students
- Create a system for yearly major map updates
- Design a major map assessment plan

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