

# INTERN FOR A DAY

## IN-PERSON FULL-DAY ITINERARY

Monday, October 13th

**8:30AM: Arrive and meet in lobby for office tour**

- With [NAME, JOB TITLE].

**9:00AM: Orientation and icebreaker**

- Discuss schedule for the day and icebreaker activity.

**9:30AM: Company overview and informational interview**

- Provide a company overview and personal overview on your professional journey. Answer student questions.

**10:30AM: Demo relevant company software and workflows**

- Give student(s) context for terminology they may hear throughout the day.

**11AM: Break**

**11:15AM: Meeting with [DEPARTMENT NAME]**

- With [NAME, JOB TITLE].

**12:00PM: Lunch**

**1:00PM: Shadow team meeting**

- With [TEAM NAME].

**2:00PM: Debrief team meeting**

- Discuss importance of meeting and provide context to projects mentioned.

**2:30PM: Meeting with [DEPARTMENT NAME]**

- With [NAME, JOB TITLE].

**3:00PM: Meeting with [DEPARTMENT NAME]**

- With [NAME, JOB TITLE].

**3:30PM: Debrief shadow day with students**

- Answer outstanding questions, take a group photo, and discuss ways to stay in touch.

**4PM: Shadow day concludes**

# **INTERN FOR A DAY**

## **IN-PERSON HALF-DAY ITINERARY**

**Monday, October 13th**

**8:30AM: Arrive and meet in lobby for office tour**

- With **[NAME, JOB TITLE]**.

**9:00AM: Orientation and icebreaker**

- Discuss schedule for the day and icebreaker activity.

**9:30AM: Company overview and informational interview**

- Provide a company overview and personal overview on your professional journey.
- Answer student questions.

**10:30AM: Meeting with **[DEPARTMENT NAME]****

- With **[NAME, JOB TITLE]**.

**11AM: Meeting with **[DEPARTMENT NAME]****

- With **[NAME, JOB TITLE]**.

**11:30AM: Meeting with **[DEPARTMENT NAME]****

- With **[NAME, JOB TITLE]**.

**12:00PM: Debrief shadow day with students**

- Answer outstanding questions, take a group photo, and discuss ways to stay in touch.

**12:30PM: Shadow day concludes**