

# INTERN FOR A DAY

## VIRTUAL HALF-DAY ITINERARY

*This is an example of how you can structure your virtual job shadow day with students. We traditionally recommend a half-day for virtual participation but feel free to expand to a full day. It's fill in the blank style was made for your convenience when it comes to planning the activities for the students..*

### Monday, October 13th

#### 8:30AM: Welcome, orientation, and icebreaker

- Discuss schedule for the day and icebreaker activity with [NAME, JOB TITLE].

#### 9AM: Company overview and informational interview

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

#### 9:30AM: Shadow team meeting

- With [TEAM NAME].

#### 10AM: Debrief team meeting

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

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

- With [NAME, JOB TITLE].

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

- With [NAME, JOB TITLE].

#### 11:30AM: Debrief shadow day with students

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

#### 12PM: Shadow day concludes