

In-Person Itinerary for Student Name
 Name of Organization
 Date

Time	Schedule of Events
8:30-9:00AM	Meet in lobby at given address and tour the office space
9:00-9:30AM	Meet to discuss the day's schedule and talk more about alum's role and the greater office mission
9:30-10:15AM	Introduce student to colleagues in department who will briefly explain their roles
10:15-10:30AM	Break for coffee
10:30-11:00AM	Call with colleague out of state who will brief us on the status of their projects in that region
11:00AM-12:00PM	Debrief from the call with student to understand topics discussed on call and go through example emails and marketing materials used in day to day communications about organization
12:00-1:00PM	Lunch with host and colleagues/fellow alumni
1:00-2:00PM	Meet with colleague in a different department to provide updates and give an overview of department
2:00-3:00PM	Attend weekly team meeting
3:00-3:30PM	Discuss other projects and previous roles held that led to alum's career path
3:30-4:30PM	Student meets with HR to learn about internship program and entry-level positions
4:30-5:00PM	Debrief the day, answer questions, and discuss how to stay in touch

*In-Person Itinerary for Student Name
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Time:

Name/Location:

9:00 AM – 9:30 AM

Welcome and walking tour of organization

9:30 AM – 10:00 AM

Get to know each other and chat about career goals and NU

10:15 AM – 10:30 AM

BREAK (restroom, coffee, step outside, etc.)

11:00 AM – 12:00 PM

Sit in on host's team meeting to learn about current projects

12:00 PM – 12:30 PM

Debrief team meeting, client expectations, and goals

12:30 PM – 1:30 PM

LUNCH – Walk over to designated lunch spot to meet with another NU alum from another team

2:30 PM – 3:30 PM

Resume review, industry trends, and hiring

3:30 PM – 4:00 PM

Additional questions, how to stay in touch, and wrap up

In-Person Itinerary for Student Name
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Time	Schedule of Events
8:30-9:00AM	Meet in main lobby of facility and walk over to specified department while discussing agenda and student shadowing behavioral expectations
9:00-9:30AM	Go over career path and time at NU that led to where host is today
9:30-10:00AM	Introduce student to administrator who will be walking student to each part of the day and review safety equipment guidelines
10:15-10:30AM	Break for restroom or coffee
10:30-11:30AM	Shadow myself in my department during my morning lab/hands-on process
11:45AM-12:30PM	Shadow first colleague in their department with appropriate safety equipment
12:45-2:00PM	Break for restroom and walk to lunch with host and colleagues/fellow alumni
2:00-2:45PM	Shadow second colleague in their department with appropriate safety equipment
3:00-3:45PM	Shadow third colleague in their department with appropriate safety equipment
4:00-4:30PM	Student meets with HR to learn about roles they may qualify for/be of interest and hiring process
4:30-5:00PM	Debrief the day, answer questions, and discuss how to stay in touch