

Itinerary for Student Name
 Name of Organization
 Date

Time	Schedule of Activities
9:00 AM – 9:45 AM	Get to know your alumni host -NU experience -Career path -Current role and organization’s mission
9:45 AM – 10:00 AM	BREAK
10:00 AM – 10:30 AM	Introduce student to colleagues on host’s team -Information about each role and how they work together -Current projects
10:30 AM – 10:45 AM	BREAK
10:45 AM – 11:00 AM	Debrief on team meeting and inform for client call
11:00 AM – 11:30 AM	Call with a current client -Status of project and updates -Next steps
11:30 AM – 11:45 AM	Debrief client call and answer any questions
11:45 AM – 12:00 PM	BREAK
12:00 PM – 12:30 PM	Student meets with HR to learn about internship program and entry-level positions
12:30 PM – 1:00 PM	Debrief the day, answer questions and discuss how to stay in touch

Itinerary for Student Name
Name of Organization
Date

Time:

8:30 AM – 9:00 AM

9:00 AM – 9:45 AM

9:45 AM – 10:00 AM

10:00 AM – 11:00 AM

11:00 AM – 11:30 AM

11:30 AM – 11:45 AM

Name/Location:

Welcome and virtual walking tour of organization

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

BREAK

Join host's team meeting to learn about current projects

Resume review, industry trends, and hiring

Additional questions and wrap up

Itinerary for Student Name
Name of Organization

Day 1:

Time	Schedule of Activities
9:00 AM – 9:45 AM	Get to know your alumni host -NU experience -Career path -Current role and organization’s mission
9:45 AM – 10:00 AM	BREAK
10:00 AM – 10:30 AM	Introduce student to colleagues on host’s team -Information about each role and how they work together -Current projects
10:30 AM – 10:45 AM	BREAK
10:45 AM – 11:00 AM	Debrief on team meeting and inform for client call
11:00 AM – 11:30 AM	Call with a current client -Status of project and updates -Next steps
11:30 AM – 11:45 AM	Debrief client call and answer any questions

Day 2

Time	Schedule of Activities
2:15 PM – 2:30 PM	Check in on questions from day 1 and what to expect for day 2
2:30 PM – 3:00 PM	Student meets with a colleague from a different department or concentration of company
3:00 PM – 3:30 PM	Student meets with HR to learn about internship program and entry-level positions
4:00 PM – 4:15 PM	BREAK
4:15 PM – 4:45 PM	Debrief the day, answer questions, and discuss how to stay in touch