REMINDERS FOR HOSTS

Our Process
Students attend a mandatory orientation about the Intern for a Day program prior to having access to the program’s application. During the orientation, we cover email and workplace etiquette, appropriate dress, how to brainstorm questions to ask your host once on-site, and how to express appreciation for your shadowing experience.

After the orientation, students apply and rank order their top hosts they want to shadow. We then match accordingly. There can be many reasons for students ranking you as a site of interest, including the organization you represent, your specific career field, and the description you provided on your host registration form. Please keep in mind, the purpose of this program is to help students explore prospective career paths. Some students are more in tune with what they want to pursue professionally than others. Our hope is that you will provide our student(s) with a solid overview of your industry and introduce them to other key colleagues who can help provide the students with the “big picture” of what it is like to work in your industry.

What to Consider as an Intern for a Day Host:
● The date for the shadowing experience is completely determined between you and the student(s). We are empowering the student(s) to reach out to you directly with their preferred weekday availability, however you will ultimately decide a date and time that works best for both parties. We ask the shadowing is completed by Friday, January 19 (the last Friday of winter break).
  ○ Though it is called “Intern for a Day”, half day shadowing experiences are encouraged if that works better with your schedule. On the flip side, if you want to invite the student back for another day or more, we encourage that, too!
● There is absolutely no expectation for you to provide students with lunch. During the mandatory orientation session, the students were instructed to ask if they can bring their lunch on-site if their shadowing experience will take place over lunchtime.

How a Student Can Get the Most from Her/His Experience with You
Plan a half-day or full-day of activities for the student to observe your work culture and industry. Some sample experiences include:
● Provide the student with an overview of your “typical” day. What do you love about your work? What are some challenges you face in your field? How can a person interested in your field get started? What advice would you have for a current undergraduate student wanting to pursue this career field?
● Give a tour of your office and explain how your colleagues collaborate.
● Set up the student with informational interviews with a variety of employees to help the student gain a broad perspective of your office’s operations.
● Bring the student with you to meetings and other functions to observe.

If you have further questions or concerns, please email ifad@umd.edu and we will respond as soon as we can.