

UWG Student Externship Program
Sample Itinerary

Monday, March 14

8:00am - 8:15am	Arrive and get situated
8:15am – 8:30am	Stand Up Meeting
8:30am – 9:30am	Tour
9:30am – 10:30am	Orientation
10:30am – 11:30am	Goals, Objectives & Projects for the week
12:00 noon – 1:00pm	LUNCH with sponsor/team
1:00pm – 3:00pm	Project time
3:00pm – 3:15pm	Afternoon break
3:15pm – 3:45pm	Art Direction Walkthrough
3:45pm – 4:45pm	Project Time
4:45pm – 5:00pm	Review the Day

Tuesday, March 15

7:30am - 7:45am	Prep Time
7:45am – 8:00am	Stand Up Meeting
8:00am – 10:00am	Project Time
10:00am – 12:00 noon	Bidding & Estimating
12:00 noon – 1:00pm	LUNCH with Bidding & Estimating
12:45pm – 1:45pm	Meeting
1:45pm – 5:00pm	Project Time
5:00pm – 5:15pm	Project Time
5:15pm	Review the Day

Wednesday, March 16

7:30am - 7:45am	Prep Time
7:45am – 8:00am	Stand Up Meeting
8:00am – 12:00 noon	Project Time
12:00 noon – 1:00pm	LUNCH with fabricators
12:45pm – 5:00pm	Project Time
5:00pm – 5:15pm	Review the Day
5:15pm	Head for home

Thursday, March 17

7:30am - 7:45am	Prep Time
7:45am – 8:00am	Stand Up Meeting
8:00am – 12:00 noon	Project Time
12:00 noon – 1:00pm	LUNCH
12:45pm – 4:00pm	Review Project Progress & Presentation Prep
4:00pm – 4:30pm	PowerPoint Presentation on one project

4:30pm – 5:15pm Review the Week: Goals & Objectives Achievement
5:15pm Head for Home

Friday, March 18

7:30am - 7:45am Prep Time
7:45am – 8:00am Stand Up Meeting
8:00am – 12:00 noon Project Time
12:00 noon – 1:00pm LUNCH
12:45pm – 4:00pm Review Project Progress & Presentation Prep
4:00pm – 4:30pm PowerPoint Presentation on one project
4:30pm – 5:15pm Review the Week: Goals & Objectives Achievement
5:15pm Head for Home

Some suggestions include:

- *Review organization's mission/vision statement and organizational charts*
- *Communicate with a variety of employees in different departments*
- *Learn about the career paths of many employees in the organization*
- *Attend meetings with employees and clients*
- *Visit different departments and learn how they work together*
- *Meet employees who recently graduated from college to hear their perspective*
- *Speak with HR representatives about recruiting and hiring practices*
- *Learn what skills, qualifications, and education are applicable to the host's career*
- *Work on short-term projects (not filing or copying)*
- *Tour the workplace*
- *Listen to customer calls*

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Start Times

10:00 a.m. – 5:00 p.m.

Attire

We work in a comfortable atmosphere – jeans, gym shoes, sweatshirts, etc. Please feel free to dress comfortably (as if you were attending class). Also, please dress warm since we may have some outdoor activities and the weather can be chilly.

Location

1234 N. Central Ave. Carbondale, IL 62901
123-456-7890 ext. 1

Directions

We are located on the north side of Central Avenue between Main Street and Mill Street. Our door entrance is next to the bookstore, across the street from the restaurant. Be advised that Central Avenue is a one-way street heading north. We are close to public transportation: metra, CTA, and train (red, blue, and orange).

Company Information

Please review the website to familiarize yourself with our clientele as you will be participating in various field marketing activities, research gatherings, and focus groups.

Projects

Calendar of April events
Market new project materials
Create summer schedule / events
Marketing plan (week activity)

Tentative Schedule Monday

10 a.m.	Orientation
Noon	Street Team Preparation
2 p.m.	Attend promotional event

Tuesday

10 a.m.	Marketing project time
1 p.m.	Conference call with prospective client
2 p.m.	Attend promotional event
10 p.m.	Promotional party at local restaurant (OPTIONAL – NOT MANDATORY)

Wednesday

12:00 noon Late start; charity run promotion
3 p.m. organize data from feedback sheet

Thursday

10 a.m. Organize music for day's promotional event
Noon Conference call with client
2 p.m. Questions and answers with Director
2:30 p.m. Finishing of marketing campaign

Friday

10 a.m. Concert preparation
1:00 p.m. Meet with Director of Advertising
3:00 p.m. Meet and greet with CEO of company

Extern Program Sample Itinerary

Monday

9:00am – 12:00 noon Orientation: Company history, products, services, locations, mission and vision, tour of the facility, introduction to employees participating in the training.
12:00 noon – 1:00pm Lunch with VP of Business Development
1:00pm – 4:00pm Member Service Department – More in depth on product and services, opening accounts, and review of investment choices (certificates and IRAs).

Tuesday

9:00am – 12:00 noon Mortgage processing, qualifications, credit analysis and credit decisions
1:00pm – 4:00pm Card services department – Review of credit card, check card, and ATM programs.

Wednesday

9:00am – 12:00 noon ACH department – includes a review of automatic deposits, automatic payments, and electronic transactions
1:00pm – 4:00pm Teller Department – Overview of teller responsibilities, transaction processing, and vault and cash management

Thursday

9:00am – 12:00 noon Processing share drafts – review how checks clear and post to member's accounts
1:00pm – 4:00pm Consumer and indirect lending programs – A review of the programs, loan types, and credit analysis & decisions

Friday

9:00am – 12:00 noon Time with CEO. Summary of experience. Were goals reached?

Extern Program Sample Itinerary

Monday, March 14

- 8:00 a.m. General tour of offices, goals, discussion with Executive Director
- 10:00 a.m. Sit in on staff meeting
- 1:30 p.m. Tour of maintenance facility
- 3:00 p.m. Meeting with Director of Public Relations

Tuesday, March 15

- 8:00 a.m. Discussion with Executive Director
- 9:30 a.m. Work with Director of Finance
- 1:30 p.m. Meeting with constituent groups

Wednesday, March 16

- 8:30 a.m. Meeting with properties manager – shadowing opportunity/tour
- 1:00 p.m. Meeting with Director of Operations/Maintenance and tour

Thursday, March 17

- 9:00 a.m. Work with Director of Marketing
- 11:00 a.m. Attend Board meeting with executive staff
- 2:00 p.m. Work with Deputy Director of Finance/Administration

Friday, March 18

- 9:00 a.m. Work with Director of Global Operations
- 10:00 a.m. Meeting with facility engineers
- 1:30 p.m. Discussion with Executive Director/farewell