

FSU Shadow

Host Schedule Guide

Please use this guide to help craft your FSU Shadow Experience

Program Overview

The FSU Shadow Program is a structured matching process that connects students with one-day shadowing opportunities for career exploration and introduction to the world of work. FSU Shadow opportunities will not result in academic credit or monetary compensation, yet FSU Shadow Hosts and Student Participants greatly benefit by this experience. In order to provide Student Participants with a robust experience, we ask that you use our template in the description field of your FSU Shadow Job Posting. The template includes key details that Student Participants will need to know during their application process. In order to provide Student Participants with a robust experience, we ask that you keep these tips and examples in mind when crafting your FSU Shadow schedule.

Sample Templates Included:

- Information Technology (IT)
- Accounting/Business
- Healthcare
- Government
- Education
- Marketing/ Communications



CAREER CENTER
DIVISION OF STUDENT AFFAIRS

Building a Schedule

An important part of the FSU Shadow day is the schedule you share with Student Participants in advance. This schedule provides students with a clear understanding of what to expect and gives them time to arrive ready to make the most of the learning experience.

The FSU Shadow schedule should include the following components:

Welcome message: Share with Student Participants some brief information on your background and role they will be shadowing, how long you've worked for the organization, what they can expect from the experience, and important information to note in the schedule

Overview of Organization: Share your company website, highlight any FSU connections (alumni working there, engagement with the University, etc.), hiring opportunities, and a brief summary of the work you do.

Research: Please include any relevant websites or materials you expect your FSU Shadow Student Participants to review in advance. This allows students to come prepared with questions.

Schedule: Please include a full schedule, including information about who students will be meeting with throughout their day. Typical activities include:

- Informational interviews with a variety of employees
- Guided tour of the facility
- Attend meetings or organizational events
- Observe, plus Q & A while shadowing daily tasks
- Participate during interactions with clients
- Meet and greet recent college hires or current interns
- Lunch with FSU Alumni
- Career/internship opportunities session



Virtual Activities

Q&A: Provide an overview of your position, what success in your role looks like, your organization and answer students' career-related questions.

Demonstration: Walk students through a project, step-by-step, demonstrating software used, project flows, etc.

Info Session: Introduce your organization followed by breakout rooms for an interactive discussion of different function areas. Highlight what success in your organization looks like, and showcase hiring opportunities.

Sample Virtual Welcome/Schedule Email

Welcome Email: XXX is excited for the FSU Shadow experience on XXX. We encourage you to come prepared with questions, this is an opportunity for you to learn as much as possible. Please prepare by:

- Reviewing company information available on the website
- Have something to take notes with during the experience
- Preparing a few questions ahead of time

Web Link Information: <https://zoom.us/meeting>

After registering, you will receive a confirmation email containing information about joining the meeting. Please reach out with any questions.

Schedule:

9:00 AM	Arrival/ Introduction
9:15 AM	Presentation: Company Overview
9:45 AM	Q&A Session
10:00 AM	Breakout Rooms with Colleagues
10:15 AM	Shadow Meeting/Operations
10:45 AM	Demo Work
11:15 AM	Answer Questions/Close

General Tips

- **Demo your work:** When possible, show students your work through a screen share or other method
**Please note, students sign confidentiality statements when participating, but make them aware if they are not to discuss/share content.*
- **Bring in colleagues/alumni:** If you have FSU alumni working at your organization, include them to built rapport and community with your student participants, even if they are just able to share 5-10 minutes on their experiences.
- **Leave ample time for questions:** To ensure the experience is engaging, provide time for questions and conversation with your student participants.
- **Share hiring information:** Is your organization looking for interns or new hires? Be sure to share information, application tips, etc. with your participants.
- **Send materials for student to review in advance:** Students will be more engaged and prepared if they have time to review your website, LinkedIn, etc.

EXAMPLE:

INFORMATION TECHNOLOGY



FSU *Shadow*

AGENDA

REQUIRED

- | | |
|----------|--|
| 9:00 AM | Arrival, office introductions with Steven Seminole, Chief of Information |
| 9:30 AM | Shadow Steven during the staff meeting and meet and greet with several staff members |
| 10 AM | Shadow Steven to observe his role dealing with the company's use of technology |
| 10:30 AM | Observe Steven during client or stakeholder meetings and follow-up. Brief Q&A |
| 11 AM | Tour of facility by Steven and current interns |
| 12 PM | Lunch with other FSU alumni in the organization
Bring your own lunch! |
| 1 PM | Introduction to Fiona Spear, IT Project Manager and overview of department |
| 1:30 PM | Observe Fiona as she gathers updates from direct reports and organizes IT related projects |
| 3:30 PM | Shadow Fiona during department staff meeting, Q&A regarding projects in software development |
| 4:00 PM | Shadow Fiona during post-meeting tasks including coordination and evaluation of data |
| 5 PM | Departure |

DETAILS

Shadowing Date: December 13, 2022

Arrival Time: 8:45am

Departure Time: 5:00pm

Organization:

XYZ Company

Day-of Contact:

Steven Seminole

ss@xyz.com | (850) 555-6653

Address:

123 Company Lane

Tallahassee, FL 32306

Parking Information:

Street parking is available for free.

Meal Information:

Bring your own lunch! We have appliances you may use in the staff break room that include a refrigerator and microwave.

Dress Code: Business Casual

Special Instructions: FSU Shadow Student Participant will sign non-disclosure agreement prior to arrival

OVERVIEW

The Information Technology (IT) FSU Shadow experience will provide participants with exposure to a day-in-the-life working in the tech industry. Selected FSU Shadow participants will observe meetings with clients, creative development of company projects, introduction to hi-tech equipment and innovative programs as well as general management tasks as these positions possess a large supervisory role in the company.

EXAMPLE:

ACCOUNTING/ BUSINESS



FSU *Shadow*

AGENDA

REQUIRED

- | | |
|----------|--|
| 9:00 AM | Arrival, office introductions with Steven Seminole, Financial Manager |
| 9:30 AM | Shadow Steven during the staff meeting and meet and make office staff introductions |
| 10 AM | Shadow Steven to observe daily routine as he gathers updates from direct reports |
| 10:30 AM | Shadow Steven to learn necessary skills to be successful in the position |
| 11 AM | Tour of facility by Steven and current interns |
| 12 PM | Lunch with other FSU alumni in the organization
Catered Lunch Provided! |
| 1 PM | Introduction to Fiona Spear, Senior Accountant with an overview of the accounting department |
| 1:30 PM | Observe Fiona during client meetings and transactions |
| 3:30 PM | Shadow Fiona as she analyzes and prepares financial reports |
| 4:00 PM | Shadow Fiona during client follow-up, brief Q&A and wrap-up |
| 5 PM | Departure |

DETAILS

Shadowing Date: December 13, 2022

Arrival Time: 8:45am

Departure Time: 5:00pm

Organization:

XYZ Company

Day-of Contact:

Steven Seminole

ss@xyz.com | (850) 555-6653

Address:

123 Company Lane

Tallahassee, FL 32306

Parking Information:

Park in the garage at 123 Address. Bring your ticket with you for validation.

Meal Information:

Catered Lunch Provided - please send your meal selection by *DATE*

Dress Code: Business Professional

Special Instructions: None

OVERVIEW

The Accounting FSU Shadow experience will provide participants with exposure to a day-in-the-life working in accounting behind the scenes or face-to-face with clients. Selected FSU Shadow participants will observe meetings with clients, development of financial reports and documentation, learn about specific job responsibilities and skills relating to accuracy and auditing of accounts as well as general management tasks dealing with company or client goals.

EXAMPLE:

EDUCATION



FSU Shadow

AGENDA

REQUIRED

- 8:00 AM Arrival, introduction with Fiona Spear, Kindergarten Teacher
-
- 9:30 AM Shadow Fiona during the 9:30 staff meeting
-
- 10 AM Observe Fiona during teacher planning process, brief Q&A
-
- 10:30 AM Observe Fiona during interactions with students and teaching strategies
-
- 11 AM Tour of facility by Fiona
-
- 12 PM Lunch with teachers *Bring your own lunch or Purchase items in the cafeteria*
-
- 1 PM Office introductions with Steven Seminole, School Principal
-
- 1:30 PM Shadow Steven during meetings with staff and parents
-
- 2:30 PM Shadow Steven to observe his leadership and supervisory role with faculty and students
-
- 3:00 PM Departure
-

DETAILS

Shadowing Date: December 13, 2022

Arrival Time: 7:45am

Departure Time: 3:00pm

Organization:

XYZ Company

Day-of Contact:

Steven Seminole

ss@xyz.com | (850) 555-6653

Address:

123 Company Lane

Tallahassee, FL 32306

Parking Information:

Check in at school's front office to receive parking pass.

Meal Information:

Bring your own lunch or purchase items in the Student Cafeteria.

Dress Code: Polo with jeans or slacks

Special Instructions: FSU Shadow Student Participant will need a background check and volunteer form completed prior to attending school.

OVERVIEW

The Education FSU Shadow experience will provide participants with exposure to a day-in-the-life working as a teacher or educational administrator. Selected FSU Shadow participants will shadow elementary school teachers in their daily interactions with children. They will also get the opportunity to meet school administrators to learn more about the education industry from the inside out. Overall, participants will be able to observe the soft skills and specific knowledge required to understand the modern workforce and become a K-12 educator.

EXAMPLE:



AGENDA

REQUIRED

- | | |
|----------|---|
| 9:00 AM | Arrival, office introductions with Dr. Steven Seminole, Host Physician |
| 9:30 AM | Tour of office by Dr. Seminole and current interns with a briefing of daily office operations |
| 10 AM | Shadow Steven to learn necessary skills to be successful in the position |
| 10:30 AM | Shadow Steven to learn necessary skills to be successful in the position |
| 11 AM | Shadow Steven to observe his role attending patients and learn about different procedures |
| 12 PM | Lunch Buffet in Hospital Cafeteria with Current Residents (our treat!) |
| 1 PM | Introduction to Fiona Spear, Nurse Practitioner |
| 1:30 PM | Observe Fiona to observe her role attending to various patients |
| 3:30 PM | Shadow Fiona during vital signs and patient history assessment |
| 4:00 PM | Observe Fiona during client follow-up, brief Q&A and wrap up |
| 5 PM | Departure |

DETAILS

Shadowing Date: December 13, 2022

Arrival Time: 8:45am

Departure Time: 5:00pm

Organization:

XYZ Company

Day-of Contact:

Steven Seminole

ss@xyz.com | (850) 555-6653

Address:

123 Company Lane

Tallahassee, FL 32306

Parking Information:

Check in at the clinic's front desk to receive parking pass and visitor badge

Meal Information:

Lunch provided in the Hospital Cafeteria

Dress Code: Business Casual (Scrubs/Closed-toed shoes)

Special Instructions: FSU Shadow Student Participant will sign non-disclosure agreement prior to arrival

OVERVIEW

The Healthcare FSU Shadow experience will provide participants with exposure to a day-in-the-life working in the medical field. Selected FSU Shadow participants will have a chance to experience the clinical setting by shadowing physicians, nurses or other medical staff members while they treat patients. In addition, they will learn about what other departments and skills are needed to support a hospital and other medical facilities.

EXAMPLE:



AGENDA

REQUIRED

- | | |
|----------|--|
| 9:00 AM | Office introductions with Steven Seminole, State Senator and overview of office operations |
| 9:30 AM | Shadow Steven to observe his role at legislative committee meetings and business visits |
| 10 AM | Shadow Senator Steven as he gathers updates from direct reports |
| 10:30 AM | Shadow Steven to learn necessary skills to be successful in the position |
| 11 AM | Tour of capitol building by Senator Steven and current interns |
| 12 PM | Lunch with other FSU alumni in the organization at 123 Restaurant. |
| 1 PM | Introduction to Fiona Spear, Legislative Aide to the Senator |
| 1:30 PM | Observe Fiona during meetings with constituents |
| 3:30 PM | Shadow Fiona in her role with administrative support with day-to-day operations |
| 4:00 PM | Observe Fiona during tasks dealing with editing speeches for the Senator, brief Q&A |
| 5 PM | Departure |

DETAILS

Shadowing Date: December 13, 2022

Arrival Time: 8:45am

Departure Time: 5:00pm

Organization:

XYZ Company

Day-of Contact:

Steven Seminole

ss@xyz.com | (850) 555-6653

Address:

123 Company Lane

Tallahassee, FL 32306

Parking Information:

Check in at security gate to receive parking pass and visitor badge.

Meal Information:

Lunch provided

Dress Code: Business Professional

Special Instructions: FSU Shadow Student Participant will sign non-disclosure agreement prior to arrival

OVERVIEW

The Government FSU Shadow experience will provide participants with exposure to a day-in-the-life working in the public sector. Selected FSU Shadow participants will observe meetings with public officials, lobbyists and constituents, learn about the necessary skills required for this field, observe editing/revising of policy and regulations as well as general management tasks as this position supervises an entire legislative team.

EXAMPLE:

MARKETING & COMMUNICATIONS

FSU *Shadow*

AGENDA

REQUIRED

- 9:00 AM Arrival, office introductions with Steven Seminole, Director of Marketing
-
- 9:30 AM Shadow Steven to observe his marketing role
-
- 10 AM Shadow Steven as he gathers updates from direct reports
-
- 10:30 AM Shadow Steven to learn necessary skills to be successful in the position
-
- 11 AM Tour of office by Steven and current interns
-
- 12 PM Lunch with other FSU alumni in the organization
Bring your own lunch!
-
- 1 PM Introduction to Fiona Spear, Manager of Marketing Analytics
-
- 1:30 PM Observe Fiona during client meetings and creative process
-
- 3:30 PM Shadow Fiona during post-meeting tasks including editing content
-
- 4:00 PM Observe Fiona during client follow-up, brief Q&A
-
- 5 PM Departure
-

DETAILS

Shadowing Date: December 13, 2022

Arrival Time: 8:45am

Departure Time: 5:00pm

Organization:

XYZ Company

Day-of Contact:

Steven Seminole

ss@xyz.com | (850) 555-6653

Address:

123 Company Lane

Tallahassee, FL 32306

Parking Information:

Parking lot attached. If full, parking is \$20 for the day in the nearby city garage.

Meal Information:

Bring your own lunch! We have appliances you may use in the staff break room that include a refrigerator and microwave.

Dress Code: Business Professional

Special Instructions: None

OVERVIEW

The Marketing/Digital Strategy FSU Shadow experience will provide Student Participants with exposure to a day-in-the-life working in social media marketing and digital strategy. Selected FSU Shadow Student Participants will observe meetings with clients, creative development of materials, editing/revising content for websites as well as general management tasks as this position supervises two interns.

