

WEEKLY ASSIGNMENTS

	MON	TUES	WED	THURS	FRI
WEEK 1 DEPARTMENT INTROS AND EXPECTATIONS	<ul style="list-style-type: none"> • <u>Orientation and on boarding</u> • Review the schedule with Intern – set up expectations. • Explain work procedures – hours of work, breaks, meal periods, call-in procedures, Dress Code. • Discuss the importance of the community research project interns will help with. 	<ul style="list-style-type: none"> • Debrief & Q&A • Tour a facility • Introduce Departments within that facility. • Department Overviews and introduce point of contact and staff of department. • Research for understanding of company. • E.O.D check in <p>** Department intros can be split throughout the 1st week if there are more that.</p>	<ul style="list-style-type: none"> • Debrief & Q&A • Tour a facility. • Introduce Departments within that facility. • Department Overviews and introduce point of contact and staff of department. • Start Researching each department so interns can help in developing the department shadow schedule and interviews. • E.O.D Check in 	<p>*Depending on how many departments, a company may give more time to the interns to research departments*</p> <ul style="list-style-type: none"> • Interns to help develop a rotation shadow and interview schedule. • Provide Road Trip Nation curriculum to help guide student through the different department interviews. • Allow time for students to review materials. • E.O.D Check- In 	<ul style="list-style-type: none"> • Weekly Check in and reflection work time. • Road trip nation work, lesson 1.

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">WEEK 2 IDENTIFYING POPULATION RESEARCH</p>	<ul style="list-style-type: none"> • Review the purpose of the project. • Identified community need • Proposed research topic • Potential data collection methods • Discuss that gaps in engagement with Identified population • Pen to Paper: Begin drafting a research outlining 	<ul style="list-style-type: none"> • Debrief • Research populations. • Familiarize with the community: demographics, resources, potential challenges (consult local libraries, government websites, or community organizations). • Shadow assigned department. • Brief discussion with department on how it engages with community. 	<ul style="list-style-type: none"> • Can debrief previous day • Identify what drives this population forward. • Research previous community engagement projects. • Shadow different aspect of weekly department. • Identify interviewee within the weekly shadow department. • Send email request for an interview 	<ul style="list-style-type: none"> • Debrief & discuss current findings about population. • Continue any research • Identify the engagement gaps. • Road trip nation lesson 2. 	<ul style="list-style-type: none"> • Weekly reflection time. • Finalize research outline. • Department interview if possible. • End of Week Check-in and debrief
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">WEEK 3 DEVELOPING SURVEY/ DATA GATHERING</p>	<ul style="list-style-type: none"> • Crafting the questions for the surveys • Research on platforms to deliver surveys • Shadow department 	<ul style="list-style-type: none"> • Structure a survey • Shadow a department • Research department projects. • Discuss how that department could engage with Identified population. • Identify a department interviewee and send request email 	<ul style="list-style-type: none"> • Debrief and discuss survey and reflections • Pilot Test and Refine: Before launching your survey to a wider audience, conduct a pilot test with a small group. • Gather feed-back from pilot group. • Shadow department 	<ul style="list-style-type: none"> • Review feedback from pilot group. • Adjust survey questions from feedback. • Shadow department. • Road trip nation curriculum, lesson 3 	<ul style="list-style-type: none"> • Debrief and reflect on the survey process • Identify the best strategy to gather data • Interview department interviewee.

WEEK 4 SURVEY POPULATION	<ul style="list-style-type: none"> • Survey • Shadow new department • Research projects of department • Discuss how department engage with identified population. 	<ul style="list-style-type: none"> • Survey • Shadow department • Road trip Nation Lesson 4 	<ul style="list-style-type: none"> • Survey • Debrief about survey progress • Shadow Department • Identify interviewee 	Mid-Review of interns Shadow department	Interview department interviewee
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Week 1 Intern Checklist- detailed break down of

- Introduce intern to Co-workers and the rest of the organization.
- Provide intern with organization chart and contact list of key personnel
- Establish and agree upon working hours
- Provide intern with list of key contacts of where to find technical help (IT, HR, Etc.)
- Review employer expectations and job description
- Review company policies work and safety policies
- Establish expectations regarding the organizational dress code
- Review procedures for payment and reimbursement of travel expenses.
- Establish project timeframes and expectations.
- Review emergency and safety procedures
- Review and discuss the mission of the organization and how the intern fits into that role.
- Provide an overview of the customers of the organization
- Review expectations for intern on how to complete projects
- Outline opportunities to network within the organization.
- Greeting from C-level personnel
- This is only a partial list of suggestions. It is a good idea to follow your organizations formal “on-boarding” program for all new employees as part of the intern’s orientation.

