

## WEEKLY ASSIGNMENTS

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

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

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

### 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.

