

Host Guidelines & Sample Agenda

Thank you for your interest in being a part of the Big Orange Shadow Program! This program will take place during the week of January 10-14, 2022, and is an opportunity to mentor and provide insight to students interested in your field while providing greater exposure for your organization, job function, and industry to UTK students. The program is designed to be an educational experience for students, as this may be their initial exposure to a professional environment. For others, it will be a chance to explore a career area they might otherwise not have exposure to or to investigate an interest area or potential major. The job shadow day itself may consist of observation of daily work, sitting in on meetings/other activities, touring your facility, speaking engagements from executives, informational interviews, or hands-on experience - all dependent on the nature of your industry and organization.

Below you will find sample agendas, activities, and ways to structure job shadowing.

How to Structure a Job Shadow

Key Elements in Planning a Successful Shadowing Day

- Prepare a written schedule to provide structure and clarify time commitments
- Arrange informational interviews with colleagues for the student to learn about other areas of the organization and to obtain a variety of career perspectives
- Arrange a tour of the organization

Please keep in mind that most students participate in the Shadow Program to learn more about a specific career and the options available within a career field. They want to know what your workday and work environment is like. Many students are also seeking advice on strategies for obtaining a job in the field or information about the background and experience needed to enter the field.

Four Possible Options for Structuring a Shadowing Day

Individual Shadowing

In some cases, having the student observe a typical day at work provides a great deal of information and insight. Answering questions, providing commentary throughout the day, and meeting with the student to discuss your field at the beginning and/or end of the day may be sufficient.

Observing Activities and Meeting with Colleagues

It is highly suggested that the host develop an agenda of activities for the student – you'll be asked to provide a rough/limited agenda upon application which can be modified after confirmation of a match. The schedule might include: 1) meeting with the host to gain an overview of the organization and the career field 2) a tour of the facility 3) individual appointments with colleagues at different levels and/or performing different functions in the organization 4) observing activities, such as a meeting, a public hearing, a sales call, or court proceedings 5) keynote speakers that provide a presentation on the history of the organization, along with an overview of the culture of the organization.

Involving Colleagues in Hosting

If hosting of the student involves multiple staff members throughout the day, it is highly encouraged that the primary host meets with the student first in order to welcome the student and get them “checked-in”. Otherwise, please be sure the check-in process and schedule for the day has been planned and clearly communicated to the student and all hosts so that the day runs smoothly and the most is made of the student’s time at your site.

Hands-On Experience

Even a small amount of career-related, hands-on experience, when combined with the observation and activities described above, can be valuable to a student. A small project, in which the student gathers or analyzes information, can help the student learn something about the organization or field.

Sample Introductory Email to Student:

Hello (Student)!

Thank you for expressing interest in shadowing with our organization and our team! We are excited to meet you and have planned out a fun and informative schedule for the day. Please read through the information below and feel free to let us know if you have any questions.

Address:

Our office is located at [Insert Address Here] and parking is [insert any parking instructions and cost or process]. After parking, please proceed to [insert directions to check-in area and name of whom they will meet there].

Dress Code:

Our organization has a [insert dress code with description ex. *business casual dress code. This includes either dress pants/skirts/professional dress and blouse or button down shirt (no tie required)*].

Preparation/Schedule:

We have planned the day to take place from [insert time ex. *9am-4pm*], which will include [insert lunch arrangements ex. *a catered lunch, lunch with staff member, lunch on own, etc.*] Should you have any dietary restrictions, please let us know as soon as possible. Before your visit, we ask that you complete the following:

1. Visit our website [Insert Website Address Here] & explore our social media to see what we're all about.
2. Come prepared with any specific questions you have to ask about our industry, organization or other interests.
3. Bring a hard copy of your resume if you would like some feedback.

Example Schedule/Agenda to Share with Student

9:00 – 10:00 AM	Arrival, Introductions, Meet the Staff
10:00 AM – 12:00 PM	Overview of Field/Observe Work
12:00 PM – 1:00 PM	Lunch with Staff
1:00 PM – 2:00 PM	Presentation from Executive/Facility Tour/Meet with Staff Member
2:00 PM – 3:00 PM	Group Activity/Hands-on Activity/Meet with Staff Member
3:00 PM - 4:00 PM	Closing, Questions, Reflections

Important Information and Policies

UT Shadow Student Participants agree to uphold the Student Conduct Code, <http://studentconduct.utk.edu/wp-content/uploads/sites/53/2017/08/381013-StudentCodeOfConductBook-vFINAL2accessible.pdf>

Additionally, as a recipient of Federal financial assistance for education activities, UT is required by Title IX of the Education Amendments of 1972 to ensure that all of its education programs and activities are free from discrimination on the basis of sex. Sexual discrimination includes sexual misconduct (sexual violence, stalking, intimate partner violence, gender based animosity and gender based stereotyping). If you have questions about Title IX or wish to file a Title IX complaint, please visit the UT Title IX website: <https://titleix.utk.edu> or contact a member of the [UT Title IX team](#). Please note that as Responsible Employees, all faculty are required to report any incidents of sexual misconduct to the Title IX Office.

UT Shadow Hosts agree to read the following [policies](#) as outlined by the Center for Career Development.

Additional Examples of Shadowing Schedules

Sample Schedules by Industry

UTK Shadowing Day (2 students)

ABC Museum

123 Volunteer Blvd.

Knoxville, TN 12345

8:00 – 9:00 a.m. Breakfast and Introduction

Meet shadowing host in museum cafeteria (coffee and pastries provided!)

9:00 a.m. – 12:00 p.m. Shadowing Rotation, museum departments

9:00 – 9:45 a.m. Curator/Collections team

9:45 – 10:30 a.m. Events and Marketing team

10:30 – 11:15 a.m. Business and Finance team

11:15 -12:00 p.m. Human Resources team

12:00 – 1:00 p.m. Lunch with UTK alumni/current interns/recent hires

1:00 – 2:00 p.m. Attend Artist-in-Residence lecture

2:00 – 3:30 p.m. Wrap up with shadowing host (debrief day, answer student questions)

3:30 p.m. Students depart

UTK Shadowing Day (1 student)

ABC Sales and Manufacturing

1234 Smokey Hollow

Knoxville, TN 12345

9:00 – 10:00 a.m. Welcome, introduction, and overview of ABC

10:00 – 10:15 a.m. Office Tour

10:15 – 11:00 a.m. Meet and greet: coffee with team leaders and supervisors

11:00 a.m. – 12 p.m. Staff meeting

12:00 – 1 p.m. Lunch with recent hires/UTK alumni

1:00 – 1:20 p.m. Break

1:20 – 2:30 p.m. Employee Panel Discussion

2:30 – 3:30 p.m. Shadow current employee, Leadership Development Program

3:30 – 4:30 p.m. Meet with HR: Review hiring process, get resume coaching, and learn about internship and full-time opportunities

4:30 – 5 p.m. Wrap up with shadowing host, questions and next steps

5 p.m. Student departs

Samples Schedules by Level of Staff Involvement and Structure

Low Staff Involvement/Less Structured

This sample schedule is best for situations when only one or two employees are available at the host company or for very small businesses. While it leaves much of the day to a single employee, it also allows enough flexibility in the structure to accommodate changes in staff schedules and the involvement of additional staff members if their schedules allow.

8:45	Arrival – Main entry, 1234 Volunteer Boulevard
9:00	Meet with Finance Manager – Overview of company, culture and department. Discuss agenda and goals of the day
10:00	Shadow Senior Financial Analyst to observe daily routine and learn the necessary skills to be successful in the position
12:00	Break for lunch
1:00	Tour of workplace or continued shadowing of Senior Financial Analyst
2:00	Hold for meeting/informational interview with additional staff member (to be determined)
4:00	Wrap-up with Finance Manager

Higher Staff Involvement/Less Structured

This sample schedule is appropriate for job shadows where multiple people wish to be involved but there is some uncertainty about their availability. The components can be easily moved around without significant disruption and other staff members can be substituted into slots as necessary. This approach, while not providing as in-depth a look at a specific career path, provides the participating student(s) with an introduction to several different professionals and career paths. It can also be adapted easily depending on whether the company hosts one student or multiple students at the same time.

8:30 a.m.	Arrival – Corporate headquarters, South visitor’s entrance
8:30 a.m.	Welcome and overview of company – Talent Acquisition Team
9:45 a.m.	Marketing Team staff member shadow or presentation
12:00 p.m.	Informal lunch with new employees and interns
1:15 p.m.	Informational interview with senior Marketing Team
2:00 p.m.	Sales Team staff member shadow or presentation
4:15 p.m.	Wrap-up with Talent Acquisition Team

Low Staff Involvement/More Structure

This sample schedule is appropriate for a company in which only a few staff members are available to participate and those staff members would like to have a clear structure for the day so that they don't have to plan their interaction with participating students "on the fly." Activities and timing are clearly structured with a nice variety for the participating student.

9:15	Arrival – 1234 Volunteer Blvd, Suite 800
9:30	Welcome and overview of company – Director of Sales
10:00	Tour of facility – Sales Associate
10:30	Discussion of sales strategies – Sales Associate
11:00	Shadow Sales Associate
12:15	Break for lunch
1:15	Visit local client with Sales Associate (one-on-one ride along)
3:30	Informational interview and wrap-up – Director of Sales

More Structure and Staff Involvement

This sample schedule is ideal for a company that would like to give its participating students an opportunity to engage with a wide variety of its employees. Such an approach requires structure so that staff involved can rely on the schedule to know when they need to be available. The schedule uses a variety of activities including one-on-one informational interviews and meetings as well as group meetings, panels and role plays.

9:00	Arrival – Visitors' Entrance,
9:00	Meet with HR Director to discuss the day's activities, including an overview of the company and its clients
10:00	Plant Tour – HR Director
10:45	Meet & Greet – Vice President Sales, North America
11:15	Participate in role plays: "Steps to Making a Sale" and "Steps to Finding Facts" – Sales Team
12:15	Lunch with UTK alumni
1:30	Informational interview – One-on-one with Sales Team member
2:15	Observe a presentation to a client – Sales Team
3:30	Marketing Roundtable: Questions, Answers, and Advice – Marketing Team
4:30	Meet with HR Director to discuss the day and wrap-up