

**Northern Illinois University Honors Job Shadow Program
Sample Itineraries**

Full-Day Job Shadow Itinerary (On Site)

Time	Schedule of Activities
9:00 AM – 9:45 AM	Alumni/Student Meet and Greet
9:45 AM – 10:00 AM	Tour of the facility
10:00 AM – 11:00 AM	Introduce student to colleagues on host’s team Information about each role and how they work together Current projects
11:00 AM – 12:00 PM	Debrief on team meeting and inform for client call Call with a current client
12:00 PM - 1:00 PM	LUNCH BREAK
1:00 PM - 2:00 PM	Debrief client call and answer any questions and what to expect for the afternoon Status of project and updates Next steps
2:00 PM – 3:00 PM	Student meets with a colleague from a different department or concentration of company
3:00 PM – 3:15 PM	BREAK
3:15 PM – 4:15 PM	Student meets with HR to learn about internship program and entry-level positions
4:15 PM – 4:45 PM	Debrief the day, answer questions, and discuss how to stay in touch

Full-Day Job Shadow Itinerary (Virtual)

Time	Schedule of Activities
9:00 AM – 9:45 AM	Alumni/Student Meet and Greet
9:45 AM – 10:00 AM	Description and overview of the facility
10:00 AM – 11:00 AM	Join host’s team meeting to learn about current project Information about each role and how they work together Current projects
11:00 AM – 12:00 PM	Debrief on team meeting and inform for client call Call with a current client
12:00 PM - 1:00 PM	LUNCH BREAK
1:00 PM - 2:00 PM	Debrief client call and answer any questions and what to expect for the afternoon Status of project and updates Next steps
2:00 PM – 3:00 PM	Student meets with a colleague from a different department or concentration of company
3:00 PM – 3:15 PM	BREAK
3:15 PM – 4:15 PM	Student meets with HR to learn about internship program and entry-level positions
4:15 PM – 4:45 PM	Debrief the day, answer questions, and discuss how to stay in touch

**Northern Illinois University Honors Job Shadow Program
Sample Itineraries**

Half-Day Job Shadow Itinerary (On Site)

Time	Schedule of Activities
9:00 AM – 9:45 AM	Alumni/Student Meet and Greet Tour of the facility
9:45 AM – 10:00 AM	BREAK
10:00 AM – 10:30 AM	Introduce student to colleagues on host’s team
10:30 AM – 11:30 AM	Call with a current client
11:30 AM – 11:45 AM	Debrief client call and answer any questions
11:45 AM – 12:00 PM	BREAK
12:00 PM – 12:30 PM	Student meets with HR to learn about internship program and entry-level positions
12:30 PM – 1:00 PM	Debrief the day, answer questions and discuss how to stay in touch

Half-Day Job Shadow Itinerary (Virtual)

Time:	Name/Location:
8:30 AM – 9:00 AM	Welcome and virtual walking tour of organization
9:00 AM – 9:45 AM	Get to know each other and chat about career goals and NIU
9:45 AM – 10:00 AM	BREAK
10:00 AM – 11:00 AM	Join host’s team meeting to learn about current project
11:00 AM – 11:30 AM	Resume review, industry trends, and hiring
11:30 AM – 11:45 AM	Additional questions and wrap up