

SAMPLE LAFAYETTE COLLEGE EXTERNSHIP PROGRAM ITINERARY

DAY 1

9-10am	Student arrival and introductions
10-11am	Tour of workplace
11am-12:30pm	Shadow host, learn about typical job duties
12:30-1:30pm	Lunch with host and other Lafayette alumni or colleagues working at the organization
1:30-3:30pm	Observe client meeting, court proceedings, medical procedures etc. (depends on host career)
3:30-4:30pm	Shadow another alumnus or colleague at the organization
4:30-5pm	Wrap-up with host, time for Q and A

DAY 2

9-9:30am	Student arrival and settling in
9:30-11:30am	Shadow younger employees at the employer who are currently in entry level positions
11:30am-12:30pm	Meet with Human Resources representative to learn about employer job and internship opportunities
12:30-2pm	Lunch with host and his/her team
2-3:30pm	Observe client meeting, court proceedings, medical procedures etc. (depends on host career)
3:30-4:30pm	Additional observation time with host, discussion of host's career path
4:30-5pm	Wrap-up with host

Note that this sample itinerary is very general in nature. The host's career area plays a major role in the types of activities that are planned for students, as well as the number of days and hours per day. Hosts may want to discuss potential activities with their externs prior to the establishment of a final itinerary. Feel free to contact Melissa Schultz in the Gateway Career Center at schultma@lafayette.edu or 610-330-5115 with questions regarding itinerary development.