Sample Career Immersion
for a Regional Non-Profit

Sample Itinerary:

10:00am **Arrival**
Students in attendance: 20-25
Chaperones: 2-3

10:05am **Organization Welcome and Introduction**
Orientation video and introduction

10:30am **Tour stops**
The student group will be split into five small groups of 4-5 students for the tour portion
Rotations for this sample organization:
- Collections
- Facilities
- Development/Marketing
- Merchandise/Gift Shop/Visitor Services
- Education

12:30pm **Lunch and learn with professionals**
Panel discussion with five professionals from various departments.
A USG staff member will moderate the discussion.
Professionals will discuss their educational and professional pathways allowing time for Q&A with the students.

1:30pm **Internship Opportunities presentation**
Presentation on future career and internship opportunities at the organization.

2:00pm **Students observe a Collection Planning Meeting**

3:00pm Group photo
Dismissal

Workspace Tours:

Professionals volunteering to participate in the workspace tours will host small groups of students for rotating tours. Below are some suggestions for planning a quality tour for students:

- Discuss and share examples of particular areas.
- Walk students visually through a typical day for yourself as a professional.
- Choose one or more interesting tasks to demonstrate for students.
- Consider introducing your assigned group of students to your colleagues and share how you work as a team.
- Show how your work is important to the larger operations at the museum.
- Discuss your academic and career pathway that led you to the organization and how you have grown professionally within the organization.
- Demonstrate for students how to solve a common work-related challenge.
- Allow time for questions as you conduct your tour.

Panel Discussion:

Students and professionals will gather for an informal panel discussion. A USG staff member will moderate the panel. The moderator may pose one or more of the following questions to each of the professionals on the panel, and then open the discussion to allow the students to ask questions of the professionals directly.

- Please briefly introduce yourself and share what your role is at the organization.
- How did you become interested in working in your industry?
- What were some of the most critical experiences you had as a student or young professional that prepared you for success?
- What advice would you have for a student beginning their college education or preparing to graduate and transition to the workforce?
- What key skills have you learned "on the job" as opposed to in a structured academic setting?

Panel discussions can provide a rich experience for the students because each panelist brings their own perspective. The goal will be to give insight into a variety of career pathways at the organization and the industry in general.

Internship Opportunities Presentation:

A presentation on internship and career opportunities is a great way to give students some insight and tips for making their future applications more competitive with your organization. Here are some suggestions for items to address during this presentation:

- Showcase opportunities for high school graduates, college students and/or recent college graduates at the organization.
- Discuss typical requirements, application deadlines and materials required (for example: cover letters, writing samples, letters of recommendation, etc.) for these positions.
- Share any tips for making the students' applications more competitive with your organization and discuss any issues that may knock their application out of consideration for a position.
- Address any classes or work experiences that would be a benefit to their application.
- Advise if an internship typically requires an interview and communicate any insight into the typical interview process.

Helping the students to navigate the process of applying for an internship or job opportunity with your organization may increase their likelihood of being a competitive applicant in the future.