



Intern for a Day: Student Job Shadowing

Experience is a vital part of the career development process. The Intern for a Day program is one way for students to get a head start.

Intern For A Day

During this job shadowing experience, students will spend a day observing, investigating, and working with professionals, in order to experience a 'typical' day on the job. This is a unique opportunity for a student to establish or refine career goals, while allowing the prospective employer to evaluate future talent and showcase their company.

What will they do?

Every experience is unique and depends largely on the host site. Activities can range from shadowing in one department for the day while others may rotate through various departments to gain an overview. Students may take a tour; conduct informational interviews with staff at different levels; sit in on staff meetings; ask questions about the organization, necessary training and curriculum to enter the field; or even assist with basic office tasks or projects.

When is Intern For A Day offered?

Intern For A Day is flexible and can happen at any time during the academic year. Each experience will be unique and should be scheduled by the chosen student and host organization based upon their mutual availability. The experience can be for a few hours or closer to a complete workday (10 a.m. – 4 p.m.).

How to prepare?

As the host employer, you determine and manage the content and duration of the job shadow experience. Having a structured plan/schedule for the student will make the experience easier to manage for the employer and also help the student know what to expect. Though students are expected to contact employers to arrange the details of the job shadow experience, the employer should send a schedule to students before they arrive on site (as well as directions to your office and information about parking). Having a schedule will also help the student prepare their questions and feel more comfortable – helping them get more from the experience.

Engage the Student

Students may be nervous in a new professional environment, so the more you engage them by being approachable and making the process feel like a conversation instead of a class lecture, the more they will learn about your job and gain from the experience. When employers actively share insights from their experience and valuable professional development information with the student, the job shadow experience has the greatest benefit.

Please note:

Opportunities are limited and Career Services will work to match students with interested host organizations based on mutual career interests and availability.

The Intern For A Day program is a non-credit experience and does not offer compensation or reimbursement for travel expenses.

Employers will receive an e-mail confirmation from Career Services with your assigned student and their contact information. **Students are responsible for contacting the host organization within in one week of confirmation to arrange a time and date to conduct the visit!**