

FSUshadow

Thank you for Hosting!

Please use this guide to help craft your FSUshadow experience

Program Overview

The FSUshadow Program is a structured matching process that connects students with one-day shadowing opportunities for career exploration and introduction to the world of work. FSUshadow opportunities will not result in academic credit or monetary compensation, yet FSUshadow Hosts and Student Participants greatly benefit by this experience.

In order to provide Student Participants with a robust experience, we ask that you use our template in the description field of your FSUshadow Job Posting. The template includes key details that Student Participants will need to know during their application process.

Example Templates by Career Field:

- ▶ Information Technology (IT)
- ▶ Accounting/Business
- ▶ Healthcare
- ▶ Government
- ▶ Education
- ▶ Marketing/
Communications



The
Career Center

The Florida State University Career Center
Dunlap Success Center
PO Box 3064162
100 South Woodward Avenue
Tallahassee, FL 32306-4162
(T) 850.644.6431
(F) 850.644.3273

FSUshadow



Thank You for Hosting!

We are so grateful for Site
Hosts like you

FSUshadow is a structured
matching process that connects
students with shadowing opportunities
for career exploration and
introduction to the world of work.

In order to provide Student Participants with a robust
experience, we ask that you keep these tips and examples in
mind when crafting your FSUshadow schedule.



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Building an

FSUshadow

Schedule

Thank you for serving as an FSUshadow host! An important part of the FSUshadow day is the schedule you share with Student Participants in advance. This schedule provides students with a clear understanding of what to expect and gives them time to arrive ready to make the most of the learning experience.

The FSUshadow schedule should include the following components:

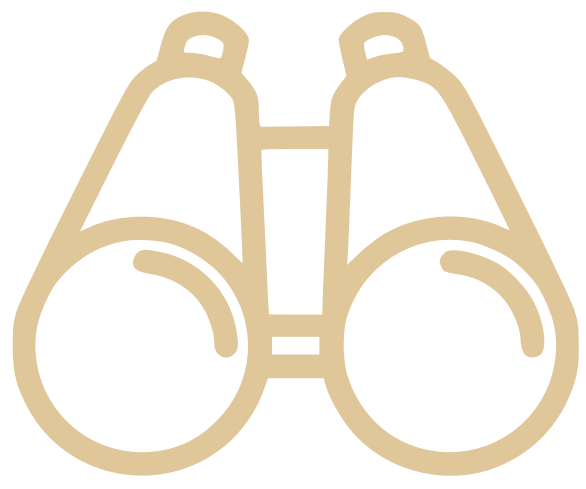
- Welcome message
- Overview of organization and what to expect
- FSUshadow experience schedule (including information on who will be joining from your organization)
- Any links, research or materials you would like Student Participants to review ahead of time

Schedule Components



Welcome message: Share with Student Participants some brief information on your background and role they will be shadowing, how long you've worked for the organization, what they can expect from the experience, and important information to note in the schedule

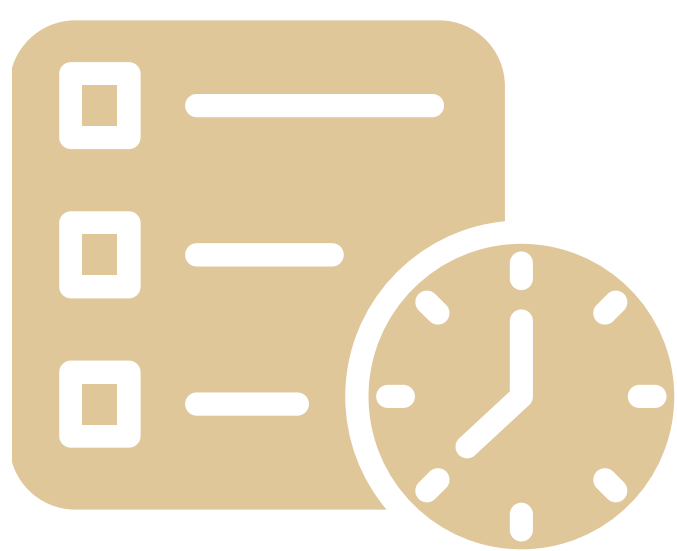
Schedule Components(continued)



Overview of Organization: Share your company website, highlight any FSU connections (alumni working there, engagement with the University, etc.), hiring opportunities, and a brief summary of the work you do.



Research: Please include any relevant websites or materials you expect your FSU Shadow Student Participants to review in advance. This allows students to come prepared with questions.



Schedule: When possible, we encourage including colleagues and any FSU alumni that may work for your organization as FSU Shadow Student Participants look to grow their professional network. In addition to discussing your job duties and the skills needed to be successful in your role, consider allowing Student Participants to sit in on meetings or watch work demonstrations. If your organization is utilizing the program to recruit, add in a time where Student Participants can learn about hiring opportunities. Lastly, we encourage a dedicated Q&A time where Student Participants have the opportunity to ask their questions and continue to network.

For virtual tips: Please see page 5

For in-person tips: Please see pages 6 - 13



FSUshadow

Virtual Session Best Practices

Promote Engagement by Using:

Q&A

Provide an overview of your position, what success in your role looks like, your organization and answer students' career-related questions.

Info Session

Introduce your organization followed by breakout rooms for an interactive discussion of different function areas. Highlight what success in your organization looks like, and showcase hiring opportunities.

Welcome Email

XXX is excited for the FSUshadow experience on XXX. We encourage you to come prepared with questions, this is an opportunity for you to learn as much as possible in the brief time we have together. Please prepare by:

- Reviewing company information available on the website
- Have something to take notes with during the experience
- Preparing a few questions ahead of time

Web Link Information: <https://zoom.us/meeting>
After registering, you will receive a confirmation email containing information about joining the meeting. Please reach out with any questions.

Communicate Experience Details

Schedule

Arrival/Introductions	9:00 AM
Presentation: Company Overview	9:15 AM
Q&A Session	9:45 AM
Breakout Rooms with Colleagues	10:00 AM
Shadow Meeting/Operations	10:15 AM
Demo Work	10:45 AM
Answer Questions/Close	11:15 AM

General Tips

- **Send materials for student to review in advance:** Students will be more engaged and prepared if they have time to review your website, LinkedIn, etc.
- **Demo your work:** When possible, show students your work through a screen share or other method *Please note, students sign confidentiality statements when participating, but make them aware if they are not to discuss/share content.
- **Leave ample time for questions:** To ensure the experience is engaging, provide time for questions and conversation with your student participants.
- **Bring in colleagues/alumni:** If you have FSU alumni working at your organization, include them to build rapport and community with your student participants, even if they are just able to share 5-10 minutes on their experiences.
- **Share hiring information:** Is your organization looking for interns or new hires? Be sure to share information, application tips, etc. with your participants.

Information Technology

FSUshadow Position Title



Details *please include all of the following*

Job Shadow Period: December 13-15, 2022

Organization: XYZ Company

Contact: Steven Seminole, ss@xyz.com,
(850) 555-6653

Date: December 13, 2022

Arrival Time: 8:45am

Departure Time: 5:00pm

Address/Location: 123 Company Lane, Tallahassee,
FL 32306

Parking Information: Check in at security gate to
receive parking pass.

Meal Information: Bring your own lunch! We have
appliances you may use in the staff break room that
include a refrigerator and microwave.

Dress Code: Business Casual

Special Instructions and/or Waivers Needed:

FSUshadow Student Participant will sign non-
disclosure agreement prior to arrival

Overview

The Information Technology (IT) FSUshadow experience will provide participants with exposure to a day-in-the-life working in the tech industry. Selected FSUshadow participants will observe meetings with clients, creative development of company projects, introduction to hi-tech equipment and innovative programs as well as general management tasks as these positions possess a large supervisory role in the company.

Agenda *required*

9:00 am	Arrival, office introductions with Steven Seminole, Chief of Information
9:30 am	Shadow Steven during the staff meeting and meet and greet with several staff members
10:00 am	Shadow Steven to observe his supervisory and management role dealing with the company's use of technology
10:30 am	Observe Steven during client or stakeholder meetings and follow-up. Brief Q&A
11:00 am	Tour of facility by Steven and current interns
12:00 pm	Lunch with other FSU alumni in the organization *Bring your own lunch!*
1:00 pm	Introduction to Fiona Spear, IT Project Manager and overview of department
1:30 pm	Observe Fiona as she gathers updates from direct reports and organizes IT-related projects
3:30 pm	Shadow Fiona during department staff meeting, brief Q&A regarding projects in software development or advancements in the field
4:00 pm	Shadow Fiona during post-meeting tasks including coordination and evaluation of data and testing operations
5:00 pm	Departure

Accounting/ Business

FSUshadow Position Title



Details *please include all of the following*

Job Shadow Period: December 13-15, 2022

Organization: XYZ Company

Contact: Steven Seminole, ss@xyz.com,

Date: December 13, 2022

Arrival Time: 8:45am

Departure Time: 5:00pm

Address/Location: 123 Company Lane, Tallahassee,
FL 32306

Parking Information: Check in at security gate to
receive parking pass.

Meal Information: Catered Lunch Provided.

Dress Code: Business Professional

Special Instructions and/or Waivers Needed: None

Overview

The Accounting FSUshadow experience will provide participants with exposure to a day-in-the-life working in accounting behind the scenes or face-to-face with clients. Selected FSUshadow participants will observe meetings with clients, development of financial reports and documentation, learn about specific job responsibilities and skills relating to accuracy and auditing of accounts as well as general management tasks dealing with company or client goals.

Agenda *required*

- | | |
|----------|--|
| 9:00 am | Arrival, office introductions with Steven Seminole, Financial Manager |
| 9:30 am | Shadow Steven during the staff meeting and make office staff introductions |
| 10:00 am | Shadow Steven to observe daily routine as he gathers updates from direct reports and manages department activities |
| 10:30 am | Shadow Steven to learn necessary skills to be successful in the position |
| 11:00 am | Tour of office by Steven and current interns with an overview of the company goals and mission |
| 12:00 pm | Lunch with other FSU alumni in the organization *Catered Lunch Provided!* |
| 1:00 pm | Introduction to Fiona Spear, Senior Accountant with an overview of the accounting department |
| 1:30 pm | Observe Fiona during client meetings and transactions |
| 3:30 pm | Shadow Fiona as she analyzes and prepares financial reports |
| 4:00 pm | Observe Fiona during client follow-up, brief Q&A and wrap-up |
| 5:00 pm | Departure |

Education

FSUshadow Position Title



Details *please include all of the following*

Job Shadow Period: December 13-15, 2022

Organization: XYZ School

Contact: Steven Seminole, ss@xyz.com,
(850) 555-6653

Date: December 13, 2022

Arrival Time: 7:45am

Departure Time: 3:00pm

Address/Location: 123 School Lane, Tallahassee, FL
32306

Parking Information: Check in at school's front office
to receive parking pass.

Meal Information: Bring your own lunch or purchase
items in the Student Cafeteria.

Dress Code: Polo with jeans or slacks

Special Instructions and/or Waivers Needed:

FSUshadow Student Participant will need a
background check and volunteer form completed prior
to attending school.

Overview

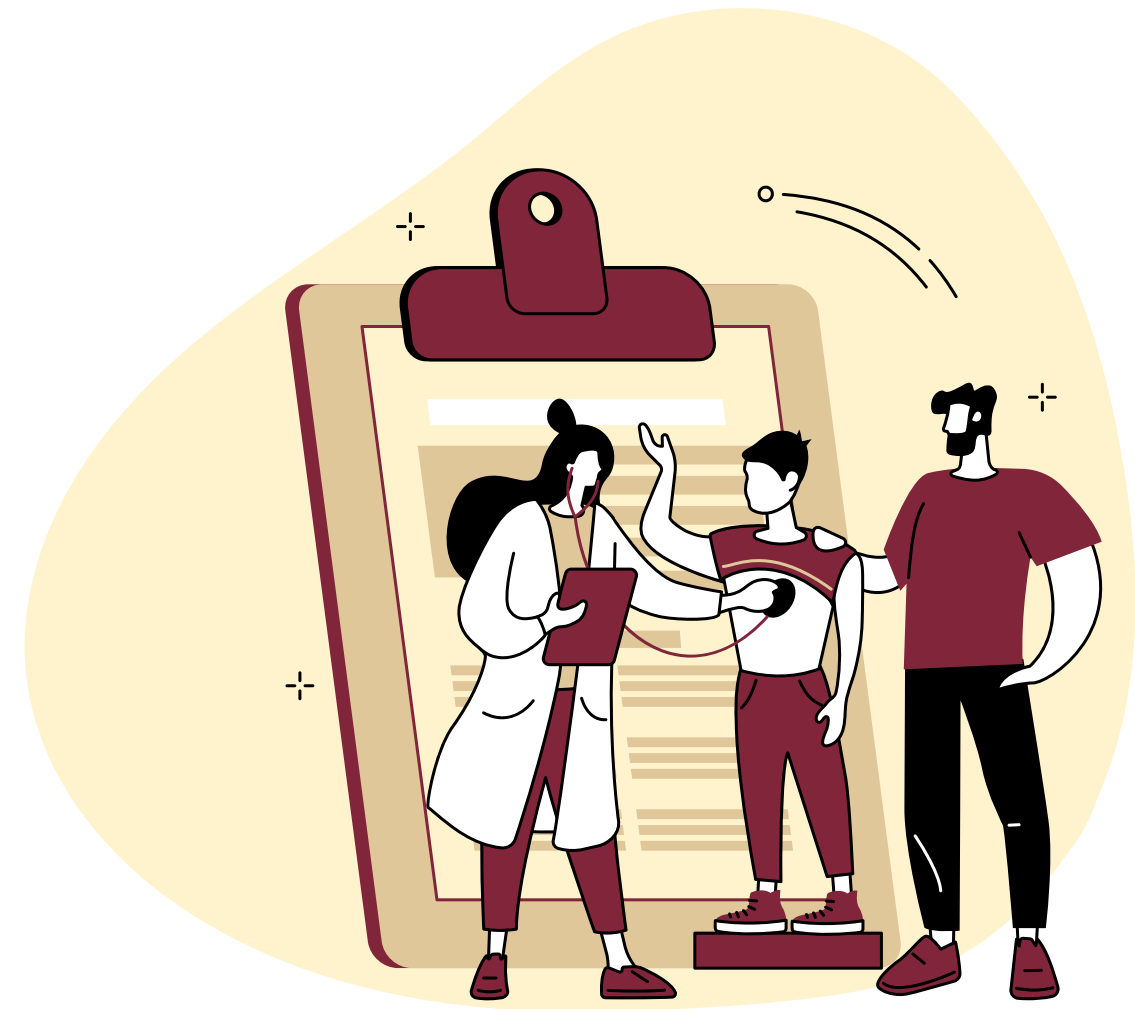
The Education FSUshadow experience will provide participants with exposure to a day-in-the-life working as a teacher or educational administrator. Selected FSUshadow participants will shadow elementary school teachers in their daily interactions with children. They will also get the opportunity to meet school administrators to learn more about the education industry from the inside out. Overall, participants will be able to observe the soft skills and specific knowledge required to understand the modern workforce and become a K-12 educator.

Agenda *required*

- | | |
|----------|--|
| 8:00 am | Arrival, introduction with Fiona Spear, Kindergarten Teacher |
| 8:30 am | Shadow Fiona during the 9:30 staff meeting |
| 9:00 am | Observe Fiona during teacher planning process, brief Q&A |
| 9:30 am | Observe Fiona during interactions with students and teaching strategies |
| 12:00 pm | Lunch with classroom teachers & students in school's cafeteria *Bring your own lunch or Purchase items in the cafeteria* |
| 1:00 pm | Office introductions with Steven Seminole, School Principal |
| 1:30 pm | Shadow Steven during meetings with staff and parents |
| 2:30 pm | Shadow Steven to observe his leadership and supervisory role with faculty and students |
| 3:00 pm | Departure |

Healthcare

FSUshadow Position Title



Details *please include all of the following*

Job Shadow Period: December 13-15, 2022

Organization: XYZ Hospital

Contact: Steven Seminole, ss@xyz.com,

Date: December 13, 2022

Arrival Time: 8:45am

Departure Time: 5:00pm

Address/Location: 123 Hospital Lane, Tallahassee, FL 32306

Parking Information: Check in at the clinic's front desk to receive parking pass and visitor badge

Meal Information: Lunch provided in the Hospital Cafeteria

Dress Code: Business Casual (Scrubs/Close-toed shoes)

Special Instructions and/or Waivers Needed:

FSUshadow Student Participant will sign non-disclosure agreement prior to arrival

Overview

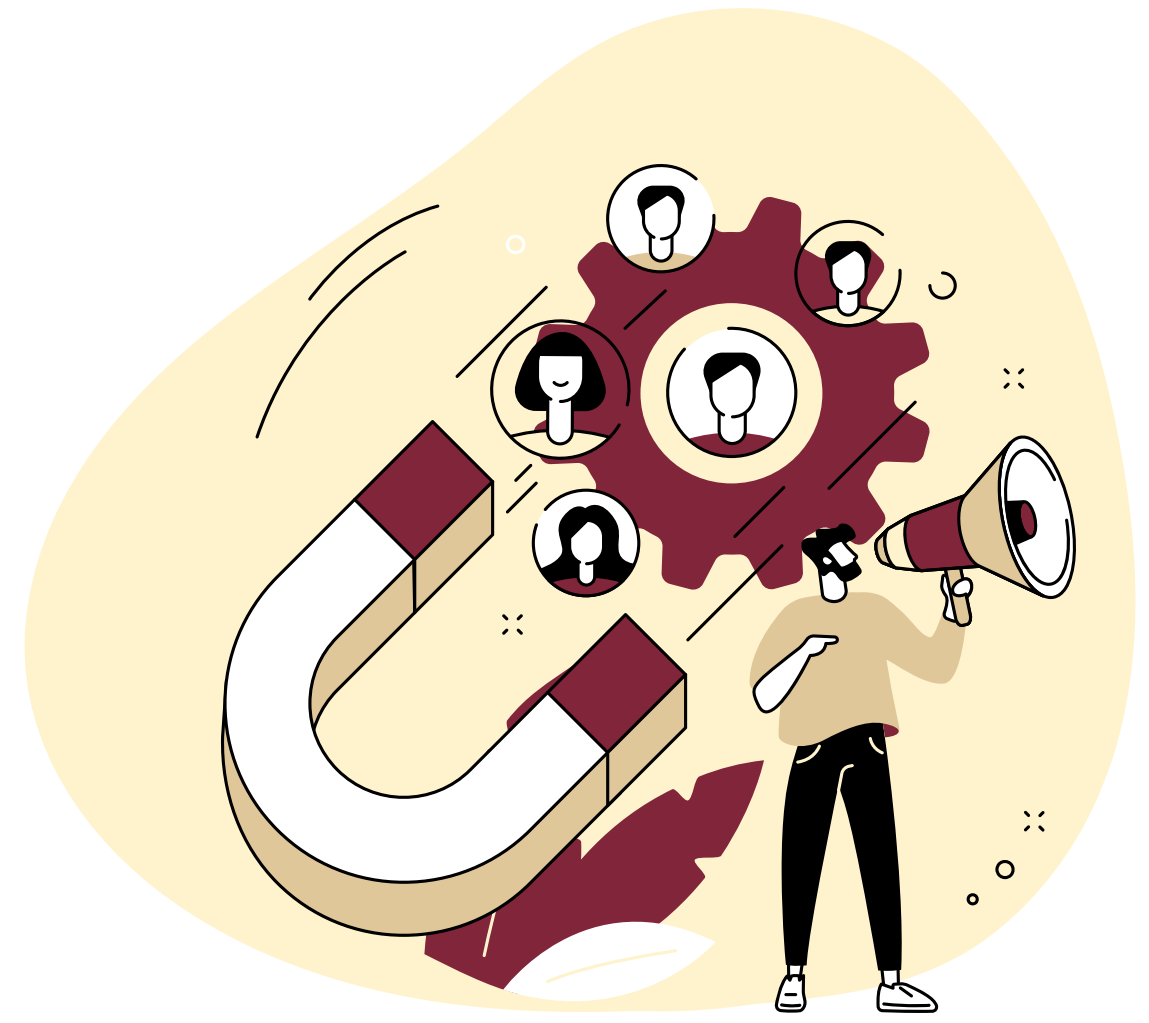
The Healthcare FSUshadow experience will provide participants with exposure to a day-in-the-life working in the medical field. Selected FSUshadow participants will have a chance to experience the clinical setting by shadowing physicians, nurses or other medical staff members while they treat patients. In addition, they will learn about what other departments and skills are needed to support a hospital and other medical facilities.

Agenda *required*

- | | |
|----------|--|
| 9:00 am | Arrival, office introductions with Dr. Steven Seminole, Host Physician |
| 9:30 am | Tour of office by Dr. Steven Seminole and current interns with a briefing of daily office operations |
| 10:00 am | Shadow Steven to observe his daily routine and learn the necessary skills to be successful in the position |
| 10:30 am | Shadow Steven to observe his role attending various patients and learn about different procedures |
| 12:00 pm | Lunch Buffet in Hospital Cafeteria with Current Residents (our treat!) |
| 1:00 pm | Introduction to Fiona Spear, Nurse Practitioner |
| 1:30 pm | Observe Fiona to observe her role attending to various patients |
| 3:30 pm | Shadow Fiona during vital signs and patient history assessment |
| 4:00 pm | Observe Fiona during client follow-up, brief Q&A and wrap up |
| 5:00 pm | Departure |

Government

FSUshadow Position Title



Details *please include all of the following*

Job Shadow Period: December 13-15, 2022

Organization: XYZ Company

Contact: Steven Seminole, ss@xyz.com,
(850) 555-6653

Date: December 13, 2022

Arrival Time: 8:45am

Departure Time: 5:00pm

Address/Location: 123 Government Lane, Tallahassee,
FL 32306

Parking Information: Check in at security gate to
receive parking pass and visitor badge.

Meal Information: Lunch is provided.

Dress Code: Business Professional

Special Instructions and/or Waivers Needed:

FSUshadow Student Participant will sign non-
disclosure agreement prior to arrival

Overview

The Government FSUshadow experience will provide participants with exposure to a day-in-the-life working in the public sector. Selected FSUshadow participants will observe meetings with public officials, lobbyists and constituents, learn about the necessary skills required for this field, observe editing/revising of policy and regulations as well as general management tasks as this position supervises an entire legislative team.

Agenda *required*

9:00 am	Arrival, office introductions with Steven Seminole, State Senator and overview of office operations
9:30 am	Shadow Steven during the 9:30 legislative team meeting with a brief meet and greet with the team after the meeting
10:00 am	Shadow Senator Steven to observe his role at legislative committee meetings, business visits and meetings with community members
10:30 am	Shadow Senator Steven as he gathers updates from direct reports
11:00 am	Tour of capitol building by Senator Steven and current interns
12:00 pm	Lunch with other FSU alumni in the organization at 123 Restaurant.
1:00 pm	Introduction to Fiona Spear, Legislative Aide to the Senator with an overview of senate proceedings and legislative calendar
1:30 pm	Observe Fiona during meetings with constituents
3:30 pm	Shadow Fiona in her role with administrative support with day-to-day operations
4:00 pm	Observe Fiona during tasks dealing with editing and revising legislation and speeches for the Senator, brief Q&A
5:00 pm	Departure

Marketing/ Communications

FSUshadow Position Title



Details *please include all of the following*

Job Shadow Period: December 13-15, 2022

Organization: XYZ Company

Contact: Steven Seminole, ss@xyz.com,

Date: December 13, 2022

Arrival Time: 8:45am

Departure Time: 5:00pm

Address/Location: 123 Company Lane, Tallahassee,
FL 32306

Parking Information: Check in at security gate to
receive parking pass

Meal Information: Bring your own lunch! We have
appliances you may use in the staff break room that
include a refrigerator and microwave.

Dress Code: Business Casual

Special Instructions and/or Waivers Needed: None

Overview

The Marketing/Digital Strategy FSUshadow experience will provide Student Participants with exposure to a day-in-the-life working in social media marketing and digital strategy.

Selected FSUshadow Student Participants will observe meetings with clients, creative development of materials, editing/revising content for websites as well as general management tasks as this position supervises two interns.

Agenda *required*

- | | |
|----------|---|
| 9:00 am | Arrival, office introductions with Steven Seminole, Director of Marketing |
| 9:30 am | Shadow Steven during the 9:30 staff meeting |
| 10:00 am | Shadow Steven to observe his marketing role |
| 10:30 am | Shadow Steven as he gathers updates from direct reports |
| 11:00 am | Tour of office by Steven and current interns |
| 12:00 pm | Lunch with other FSU alumni in the organization *Bring your own lunch!* |
| 1:00 pm | Introduction to Fiona Spear, Manager of Marketing Analytics |
| 1:30 pm | Observe Fiona during client meetings and creative process |
| 3:30 pm | Shadow Fiona during post-meeting tasks including editing content |
| 4:00 pm | Observe Fiona during client follow-up, brief Q&A |
| 5:00 pm | Departure |

Fillable *FSUshadow* Experience Builder

FSUshadow Experience Title: _____

Organization: _____

Contact: _____

Name: _____ Email: _____

Phone: _____

Date: _____

Arrival Time: _____

Departure Time: _____

Street: _____

City: _____ State: _____ Zip: _____

Parking Information:

Meal Information:

Dress Code: _____

Special Instructions and/or Waivers Needed:

Description Paragraph:

See Below for Fillable Schedule

Fillable Schedule

time _____ task _____

time _____ task _____

time _____ task _____

time _____ task _____

time _____ task _____

time _____ task _____

time _____ task _____

time _____ task _____

time _____ task _____

time _____ task _____

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