

# INDUCTION & ONBOARDING - EXAMPLE SCHEDULE

Week 1 (In-Person)	Mon., July 31	Tues., Aug 1	Wed., Aug 2	Thurs., Aug 3	Fri., Aug 4
8:30-9:00	Students arrive	Students arrive	New Hire Orientation	Students arrive	Students arrive
9:00-9:30	Welcome	Team Building		Team Building	Team Building
9:30-10:00		Canvas Overview		Breakfast w/ Colleagues	Intern Alumni Panel
10:00-10:30		Canvas			Debrief Brkfst/Prepare for Spkr
10:30-11:00	IT	Active Listening		Guest Speaker	Project/Portfolio Work Time
11:00-11:30				Lunch	Lunch (I9/HR Office Hours)
11:30-12:00	Team Building	Lunch			
12:00-12:30	Lunch, ID Badges	Ask HR		Intern Alumni Panel	Time Management
12:30-1:00		Building your Professional Brand & Skills Rubric		Building Relationships	Debrief
1:00-1:30	Project/Portfolio Rollout				Office tour
1:30-2:00			Project/Portfolio Work Time		Async (Time Management)
2:00-2:30	Closing		Closing	Closing	Closing
2:30-3:00					
3:00-3:30	Closing	Closing	Closing	Closing	
3:30-4:00					Closing
4:00-4:30	Closing	Closing	Closing	Closing	
4:30-5:00					Closing

**KEY**

Company New Employee Orientation
Intern Seminar Content
Independent or Group Work
Asynchronous Time
Event with External Guests

Week 2 (Virtual)	Mon., Aug 7	Tues., Aug 8	Wed., Aug 9	Thurs., Aug 10	Fri., Aug 11
9:00-9:30	Team Building / Zoom Norms	Team Building	Team Building	Team Building	Team Building
9:30-10:00		Continuous Learning: Feedback	Company Departments Overview	Group Time and LinkedIn Learning PPT	Group Presentations
10:00-10:30	Async Email Etiquette				
10:30-11:00	Break	Break	Break	Break	
11:00-11:30	Writing Effective Emails	Summer Project Q&A	Group Time: Jigsaw/Teachback	Productivity	Digital Literacy Skill: Slack
11:30-12:00		Presenting with Confidence			
12:00-12:30	Lunch	Lunch	Lunch	Lunch	Closing
12:30-1:00	Async: Comm Styles/Collab	Presenting with Confidence & Practice	Brand & Visuals Guidelines	Summer Project: Learning how to Record	
1:00-1:30	Communication styles / Collaboration				Break
1:30-2:00		Break	Break	Break	
2:00-2:30	Small Group Activity	Manager Panel	Summer Project Work Time	Group Time: Jigsaw/Teachback	Summer Project Work Time
2:30-3:00	Reflect on Conv/Collab	Debrief Panel			
3:00-3:30	Closing	Closing	Closing	Closing	
3:30-4:00	Task List	Task List	Closing	Closing	
4:00-4:30					Task List
4:30-5:00	Task List	Closing	Closing	Closing	