

A PARTNERSHIP BETWEEN
BOERIGTER CENTER & ALUMNI AND FAMILY ENGAGEMENT

DISCOVER WORK

OFFICIAL GUIDE FOR STUDENTS



STRUCTURE OF THE PROGRAM

PHASE 1: HOST RECRUITMENT & REGISTRATION (Fall)

- Alumni, parents, and friends are invited to sign up for the DiscoverWork program
- The Boerigter Center will hold a virtual info session for anyone interested in participating but has additional questions before they register

PHASE 2: STUDENT APPLICATIONS (Early January)

- Students head into The Hope College Connection to complete their profile and register as a mentee for the program
- Students then "favorite" the top 3 hosts they would like to be paired with

PHASE 3: MATCHES FACILITATED & NOTIFICATIONS (Early Spring Semester)

- Program manager will review applications and facilitate all the matches of mentees and mentors
- Hosts and mentees are notified of their match via The Hope College Connection
 - Mentees are encouraged to follow the steps on the checklist in THCC

PHASE 4: EXPERIENCES TAKE PLACE (In Person or Virtually)

- Hosts and students will plan an in-person or virtual experience. They will mutually agree on a date(s), time, and location/technological modality (e.g., Zoom, Google Meet, etc.) as necessary
- Hosts will work with students to plan the shadow experience around their schedules
- Hosts and students will communicate on their individual goals for the shadowing experience
- The Boerigter Center can provide ideas and support for hosts in the shadowing creation process

PHASE 5: FOLLOW UP & FEEDBACK (Late Spring)

- Hosts and mentees are sent a follow-up Google Form for feedback on their experience
- Mentees will be asked to answer questions about their experience and share photos and or a video detailing what they learned in a Google Form.
 - The video should be shot vertically. Please include details of your experience and what you learned, and encourage you to share reasons why other students should participate in the program in the future.

CONTACTING YOUR HOST

Communication regarding details of your DiscoverWork experience will now be between you and your host. Your host knows that you will be connecting with him/her in the next few days.

Communication Steps:

1. Email your mentor promptly.
2. Include the following information in your first email:
 - Your name, major
 - How you became interested in the opportunity
 - Express excitement in the experience and learning more about their career path
 - Ask to discuss the details further and set up a time to speak with them over the phone
 - Ask them if they want to meet virtually or in-person

SAMPLE EMAIL

Make it simple, professional, and personal. Be grateful, and ask what you can do to prepare. Consider a template like the following:

Hello (Host Name),

My name is (your name) and I have been paired with you for the DiscoverWork job shadowing program. I am excited to learn about your role as (their role) at (organization name). My goals for participating in this program are to:

- *Learn more about myself and my professional interests*
- *Meet and network with you and your colleagues*
- _____ *(enter another goal that is meaningful to you)*

First and foremost, determining a date would benefit both of us. Would you be available by phone on _____ (suggest a few days and times) to discuss the experience? This will also be a great time for us to further discuss my goals for the shadow and any other information you believe would be helpful as I plan for the experience. I look forward to shadowing and talking with you soon. Thank you for your time.

Best,

(Your name)
616.222.0222

INSTRUCTIONS: DEADLINES & PAPERWORK

THE HOST

- Respond to your student's request for a "meet & greet" phone call (or virtual platform) to discuss the shadow and answer any questions they may have.
- Ensure other colleagues/supervisors are briefed about the experience.
- Schedule a quick touch base before the experience as you see fit (not required but recommended).
- Provide your student with an itinerary 2-3 days in advance of their shadow (not required but recommended).
- Take a picture with your student! (We love to share these as we market this program)
- Communicate any concerns or facilitation/help needed to Amanda Root (discoverwork@hope.edu) in the Boerigter Center. She would be happy to assist you and your student as needed.



THE STUDENT

- Email your host to schedule a "meet & greet" phone call to discuss the experience no later than **one week post-training**.
- Funding Requests due **February 27**. Email your requests to discoverwork@hope.edu.
- Once you have decided on a spring date, complete the corresponding paperwork and email it to discoverwork@hope.edu. **You MUST turn in all paperwork* one week before your opportunity.**
- Plan all aspects of your travel and submit an online itinerary (online itinerary only for those traveling out of state).
- Complete any requirements your host has for you in a timely manner. This will vary by host.
- Attend your opportunity. Take a picture, video, or screenshot.
- Write your host a thank-you note.
- Share your experience via Google Form. We will email you instructions and a link to the form in the coming weeks.
- Take photos of your experience and share them with us for future marketing.

*STUDENT PAPERWORK

- **Risk & Responsibility Forms Website:** <https://hope.edu/offices/student-formation/policies-resources/travel-health-safety/paperwork.html>
- **One Day Shadow in State:** Assumption of Risk and Release for One day/One overnight program
- **One Day, One Night:** Eligibility to Participate, Student Off-Campus Responsibility, Assumption of Risk, and Release for One Day/One Night program
- **Two or More Nights:** Eligibility to Participate, Student Off-Campus Responsibility, Assumption of Risk and Release for two or more nights domestic program, Itinerary (electronic), Medical & Mental Health

PRE-EXPERIENCE RESEARCH

Researching a company or organization is essential to an effective job shadow. Hosts appreciate students who can demonstrate an understanding and enthusiasm for their company/industry. Use this sheet to help you conduct thorough research prior to your experience. This will not be collected.

GENERAL INFORMATION

- Name of Company/Organization
- Position(s) You Will Shadow
- History/Mission/Leaders
- Organizational Structure
- Principal Products/Services
- Primary Locations

INDUSTRY INFORMATION

- Industry Background/General Information
- Competitors or Similar Organizations
- Industry Trends

CURRENT EVENTS

- Recent News Articles About The Organization
- Recent Accomplishments

Your research will likely uncover topics you will want to learn more about and help you develop a list of questions to ask your host.

Sample questions:

- Can you walk us through your career journey after college and how you got to where you are today?
- What soft skills have been most essential to your success in your current role?
- How would you describe the company culture, and what types of people tend to thrive here?
- What's your favorite part about working here, and what keeps you motivated?

WHAT DO I NEED TO THINK ABOUT? SOME PRACTICAL CONSIDERATIONS

THE HOST

- When is the best time for a student to get a good overview of the role?
- What do I need to inform the student of prior to the shadowing?
- Do I need to let anyone else know that the shadowing is taking place?
- What does the student hope to get from the process?
- What do I need to know about them?
- Do they need to complete any health, safety, or HR requirements prior to the visit?

THE STUDENT

- What do I want to know about the job?
- What questions do I want to ask?
- What do you want to know about the team/department?
- Are there any specific tasks or elements of the job you would like to see above all others? (as appropriate/allowed)
- What do I know already about this job/department/team? (Possibly something from a class, workshop, or training)
- Are there any special requirements (such as dress code)?
- What will I do as a result of this shadowing?

RECOMMENDATIONS

THE HOST

- Provide the student with a timetable for when the shadowing will take place.
- Prepare an area for the student to be placed (as needed/appropriate)
- Ensure other colleagues are briefed about the shadowing experience.
- Allow for time between sessions or prior to sessions for questions and feedback.
- Give constructive feedback to the student.
- Provide appropriate notice and reasons if the shadowing activity has to be cancelled or changed in any way.

THE STUDENT

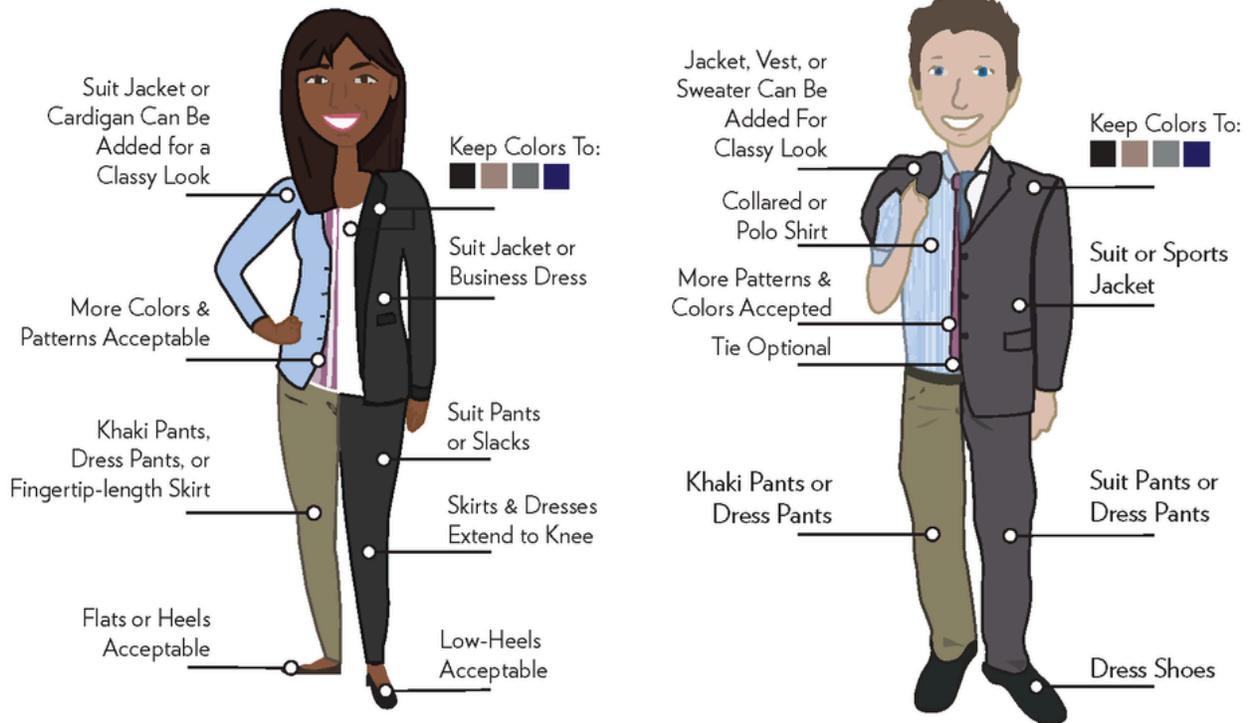
- Show tact, discretion and awareness and if required withdraw from situations when circumstances deem it appropriate (For example, a client may have requested a meeting with your host to discuss something private in nature)
- **Take notes** during your shadow, you may come away with a useful list of numbers, emails, facts, thoughts and observations. Reflecting on these notes following the experience will allow you to maximize your learning. *this is different for healthcare
- Provide your host with feedback and reflections on what you observed.



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BUSINESS CASUAL vs. PROFESSIONAL



HELPFUL HINTS:

When in doubt, dress conservatively.

A suit (suit & tie for men) will be appropriate in most situations.

Make sure your outfit, including shirt/blouse, is wrinkle-free.

Stick with solid colors, tighter-woven fabrics, or simple patterns.

Accessories should be kept simple: basic pumps, modest jewelry, and light make-up.

Wear a belt and a watch.

Be sure your hair is neatly trimmed or groomed. Avoid the “messy” look.

Shirts with lettering or graphics should not be worn.

Check your outfit for missing buttons, lint, or a crooked tie.

A skirt should be no shorter than the tips of your middle fingers (or just above the knee for good measure).

HEALTHCARE OPPORTUNITIES

- Khakis/dress pants/dress (pay attention to “activities” of the day if you get to be more interactive)
- Button-down or collared shirt
- Comfortable closed toed shoes (e.g. flats) and socks
- Tasteful simple jewelry

DO NOT WEAR

- T-Shirt
- Jeans
- Leggings
- Sandals or Sneakers
- Large and/or distracting jewelry
- Low cut tops/short skirts
- **NO Perfume or Cologne**

REFLECTION

WHAT DID YOU LEARN?

We want to hear about your experience and share it with your mentor and use your story to encourage other Hope students to participate in DiscoverWork in the future.

Instructions for sharing your experience:

1. You will receive an email from us in the coming weeks with a link to a Google Form.
2. The form will include basic questions (e.g., What was the most valuable thing you learned during your experience?) to help us understand what you learned.
3. There will also be an option to upload a video if you prefer to share your answers in that format.
4. We also encourage you to take photos during your experience. The form will also include a section for you to share your photos. (Please confirm your photos can be used for marketing purposes with your mentor before sharing them)

Your feedback will help us improve the program and provide mentors with constructive guidance for future shadowing opportunities.

If you do not wish for your content to be shared with mentors or used in our future DiscoverWork marketing efforts, you will be able to opt out.

If you have any questions, you can email us at discoverwork@hope.edu.



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BOERIGTER CENTER FOR
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FUNDING OPPORTUNITY

TRAVEL/LODGING

Your Name: _____

Your DiscoverWork Opportunity & Location: _____

Overview (please note below and/or make a copy of this sheet for your records)

- The DiscoverWork Program may assist with expenses related to travel (e.g. train, plane, mileage reimbursement, campus safety vehicle rental, Uber, and Lyft)
- The DiscoverWork Program may assist with expenses related to lodging (e.g. hotel stay)
- The DiscoverWork Program **DOES NOT** reimburse for meals or parking fees.
- Students must keep and submit all receipts for approved expenses.
- Students seeking mileage reimbursement should track and submit: student ID number, start address, end address, total miles, address they want reimbursement check sent to OR direct deposit if already set up.

Funding Essay Question:

One Page - Briefly explain how receiving funding will help your DiscoverWork experience and why this opportunity is important to you. Please type up and staple to this sheet.

Funding Estimate:

Detail out the cost of your experience (e.g. flight, hotel cost, etc.). This requires looking online at flight costs and hotel reservation fees. **DO NOT BOOK TRAVEL UNTIL YOU HAVE RECEIVED FUNDING DECISION FROM THE BOERIGTER CENTER.**

Example:

Southwest Airlines TO Raleigh, NC = \$125

Southwest Airlines TO Grand Rapids, MI = \$200

Hotel (3 nights) = \$350

TOTAL: \$675

MY TOTAL ESTIMATE IS: _____

HOTEL NAME: _____

PLANE OR TRAIN OR CAR: _____

OTHER NOTES: _____

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Questions? Please Contact
discoverwork@hope.edu