

HOST SITE BACKGROUND RESEARCH FOR PARTICIPANTS

Participants should complete the template to help them prepare for the experience. Managing organizations should have already provided participants with a placement letter or email, which includes details such as the host’s name, address, supervisors, start date, etc., which can be referenced to complete this assignment.

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Name of Host: _____

Address of Host: _____

Name of Supervisor(s) & Email(s): _____

Research the following about your supervisor(s) (use Google, LinkedIn, the host’s website, etc.)

Current title and description of their role	
Education and experience (What was their career pathway?)	

Research the following items about your host:

Mission or value statements	
Common services and/or products provided	
Industries represented and available occupations	

When is your start date? _____

What are your scheduled hours and days? _____

Anything you need to know and/or do before your first day (attire, bring ID, paperwork to fill out, etc.)?

Describe your expected tasks and projects:

What questions do you have for your supervisor on the first day? (Think of at least two questions.)

Map out your commute. What is the route to get there and back? How long will it take you to get to your CDE? How long will it take you to get home after your CDE?
