A TEMPLATE FOR CAREER DEVELOPMENT EXPERIENCES

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.

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.)

<table>
<thead>
<tr>
<th>Current title and description of their role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education and experience (What was their career pathway?)</td>
</tr>
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</table>

Research the following items about your host:

<table>
<thead>
<tr>
<th>Mission or value statements</th>
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<tbody>
<tr>
<td>Common services and/or products provided</td>
</tr>
<tr>
<td>Industries represented and available occupations</td>
</tr>
</tbody>
</table>
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.)?
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_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Describe your expected tasks and projects:
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_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

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

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?
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_________________________________________________________________________________
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