

The FIU Panther Shadows program is a one day structured program that is designed to connect FIU students and alumni to Host Sites to observe and learn about professional roles related to majors and industries of interest. The FIU Panther Shadows Hosts do not provide academic credit or monetary compensation; but instead provide an opportunity for participants to observe and network with professional staff.

These templates serve as a guide in helping you create a full program experience to maximize participant engagement and recruitment opportunities. Please use the templates in order to remain transparent on the shadowing experience and to ensure that participants are fully aware of all the day of requirements.

### **General Template Outline:**

**FIUShadows:** POSITION SHADOWING TITLE

**Organization/Company Name:** \_\_\_\_\_

**Shadow Period:** DATE BETWEEN DECEMBER 11-14

**Arrival Time:** \_\_\_\_\_

**Departure Time:** \_\_\_\_\_

**Address/Location:** \_\_\_\_\_

**Parking Information:** \_\_\_\_\_

**Meal Information:** \_\_\_\_\_

**Dress Code:** \_\_\_\_\_

**Special Instructions and/or Waivers Needed:** \_\_\_\_\_

**Description of Shadowing Opportunity:**

---

---

---

### **Agenda Outline:**

- 9:00am
- 9:30am
- 10:30am
- 12:00pm
- 1:00pm
- 3:00pm
- 5:00pm

Modesto A. Maidique Campus  
11200 S.W. 8th Street, SASC 305  
Miami, FL 33199  
(305) 348-2423

Engineering Center  
10555 W. Flagler Street, EC 2852  
Miami, FL 33174  
(305) 348-1281

Biscayne Bay Campus  
3000 N.E. 151st Street, WUC 255  
North Miami, FL 33181  
(305) 919-5770

**SAMPLE TEMPLATE**

**FIUShadows:** FIU Events Coordinator Shadow!

**Organization/Company Name:** Florida International University, Career & Talent Development

**Shadow Period:** DECEMBER 11

**Arrival Time:** 9:00am

**Departure Time:** 5:00pm

**Address/Location:** 11200 SW 8<sup>th</sup> Street, SASC 305, Miami, FL 33199

**Parking Information:** A parking decal will provided to selected participants, blue student parking space will be available in Lot 3 in front of SASC building during the shadowing experience.

**Meal Information:** Boxed lunch will be provided, once selected please notify us of any specific dietary concerns.

**Dress Code:** Business casual

**Special Instructions and/or Waivers Needed:** None

**Description of Shadowing Opportunity:**

The participant will be provided with an opportunity to see what it is like in the day of the life of an events coordinator in the 10<sup>th</sup> largest university in the nation. This experience will allow the participant to observe how the events coordinator interacts with several different stakeholders, navigates project planning, and manages various projects at any given time.

**Agenda:**

- 9:00am Arrival, tour office and introductions to team members
- 9:30am Meet and Greet with Employer Relations Team
- 10:00am Shadow Events Coordinator on how C&TD utilizes Panther JobLink and other databases for event management
- 11:00am Observe Events Coordinator on how event wrap up is conducted for final fall ABC event
- 12:00pm Networking lunch with C&TD team!
- 1:00pm Shadow Events Coordinator during brainstorming meeting for ABC event
- 3:00pm Observe Events Coordinator on how ABC planning is prioritized for Spring semester
- 5:00pm Departure

Modesto A. Maidique Campus  
11200 S.W. 8th Street, SASC 305  
Miami, FL 33199  
(305) 348-2423

Engineering Center  
10555 W. Flagler Street, EC 2852  
Miami, FL 33174  
(305) 348-1281

Biscayne Bay Campus  
3000 N.E. 151st Street, WUC 255  
North Miami, FL 33181  
(305) 919-5770

**SAMPLE TEMPLATE**

**FIUShadows:** Human Resource Generalist Shadow

**Organization/Company Name:** ABC Company

**Shadow Period:** DECEMBER 12

**Arrival Time:** 8:30am

**Departure Time:** 5:00pm

**Address/Location:** 111 Miami Parkway, Miami, FL 33199

**Parking Information:** Free parking available behind the building

**Meal Information:** Bring your own lunch, we will have a refrigerator and microwave available in the break room for you to use.

**Dress Code:** Business Professional

**Special Instructions and/or Waivers Needed:** Participants will be required to sign a confidentiality agreement form prior to arrival at ABC Company.

**Description of Shadowing Opportunity:**

This is your opportunity to shadow our ABC Human Resource Generalist! Here participants will be provided with an opportunity to observe and shadow our human resource generalist who brings over 10 years of combined hospitality and human resource management experiences together. You will observe general onboarding training with team members, how basic payroll is conducted, as well as general management.

**Agenda:**

- 8:30am Arrival and introduction to Human Resource Generalist and Administrative Team
- 9:00am Office and Training Room tours
- 10:00am Shadow Human Resource Generalist on onboarding and orientation of 2 new team members in XYZ department on general office policy, procedures, payroll and company benefits
- 12:00pm Bring your own lunch – lunch in break room with administrative team
- 1:00pm Observe how Human Resource Generalist process time cards and approves payroll for team members
- 3:00pm Observe Human Resource Generalist plans and begins creating matrix for training and development of XYZ
- 5:00pm Departure