



# A Day in the Life

a one-day career exploration experience

## What is A Day in the Life?

*A Day in the Life* is a one-day job shadow career exploration experience in which you spend a day over winter break shadowing a professional. You select from a list of alumni and parent volunteers representing a variety of career fields and geographic areas.

## What do I get out of participating in the program?

You will receive a first-hand look at a career area that interests you and may also establish valuable networking contacts.

## What do sponsors provide?

Sponsors are expected to exchange ideas with students and introduce their industry and organization to them. Sponsors are not expected to provide food, shelter, or compensation for students.

## What are my responsibilities as a student participant?

You are responsible for:

- Acquiring some basic knowledge of the interested career field before the shadow day. Industry specific information is available in the career resources library in Spear House and on the Career Services website, <http://offices.colgate.edu/career>.
- Contacting your alumnus/a or parent sponsor after the match is made to arrange a mutually convenient day to shadow.
- Paying for your own expenses and transportation.
- Adhering to the appropriate dress code for your sponsor's work environment.
- Showing up! This is an obvious, but serious point: **If you make a commitment to participate in the program, YOU MUST BE THERE.**
- Following up after the shadow experience with a written (NOT just e-mail) thank-you note.

## What do I have to do to participate?

To participate in the program you must submit:

- 1 program application (available in Center for Career Services, Spear House)
- 2 copies of your résumé
- 3 sponsor choices\*

\*The list of participating alumni and parent sponsors will be available in Career Services. From the list, you will be asked to rank order three sponsor choices. If the sponsor listings do not include an opportunity that is geographically possible for you, or that is aligned with your career interests, please indicate your interest areas. We cannot guarantee additional sponsors will be secured, but will make every effort to work with you to find a sponsor.

## When are applications due?

Applications will be accepted from **October 8 through October 31**. Career Services will match students and sponsors after the application deadline. Students and sponsors will be notified of their match by mid-November, prior to Thanksgiving break.

## Questions and assistance?

Please contact Teresa Olsen in Career Services for more information about *A Day in the Life*, and please take advantage of Resume workshops and peer advisor hours for assistance!