



**Template Week-on-the-Job Schedule (virtual and in-person) – Summer 2023**

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>
<b>9am With NJ LEEP</b>	Student check-in with NJ LEEP and prep for the day	Student check-in with NJ LEEP and prep for the day	Student check-in with NJ LEEP and prep for the day	Student check-in with NJ LEEP and prep for the day
<b>10am With host</b>	Learn about the company, meet the host team, get to know each other ice breakers for volunteers and students	Ice breaker; Introduction to FILL IN (i.e., technology law, marketing, litigation, human resources, careers in finance, etc.)	Ice breaker; resume workshop – students work 1:1 with a volunteer to talk through their resume and changes they should make	Final prep with Mentors/Coaches
<b>11am On own</b>	10 minute Break	10 minute Break	10 minute Break	10 minute Break
<b>11:10am With host</b>	Continue with session	Mock negotiation overview	Jeopardy/Quiz game led by summer interns/associates	Debrief week: what did you learn?
<b>12pm On own</b>	Take a break; eat lunch; write notes from morning session in your online journal: who did you meet? what questions do you have for your host?	Take a break; eat lunch; write notes from morning session in your online journal: who did you meet? what questions do you have for your host?	Take a break; eat lunch; write notes from morning session in your online journal: who did you meet? what questions do you have for your host?	Take a break; eat lunch; write notes from morning session in your online journal: who did you meet? what questions do you have for your host?
<b>1pm With host</b>	Learn about project for the week (Mock Trial, Negotiation, Board Presentation, Shark Tank project, etc.); meet Mentors/Coaches	Mock negotiation session	Mentors/Coaches work with students on project.	Presentations
<b>2pm On own</b>	15 minute Break	15 minute Break	15 minute Break	15 minute Break
<b>2:15pm With host</b>	Ice breaker; begin to work on deliverable with Mentors/Coaches	Mentors/Coaches work with students on project.	Ice breaker; Continue with session	Thank You / Closing
<b>3:15pm On own</b>	Do assigned work and prepare for next day's sessions; write notes from afternoon session in your online journal: who did you meet? what open questions	Do assigned work and prepare for next day's sessions; write notes from afternoon session in your online journal: who did you meet? what open questions do you have for NJ LEEP or your host?	Do assigned work and prepare for next day's sessions; write notes from afternoon session in your online journal: who did you meet? what open questions	Student write notes in online journal from afternoon session and notes about who they worked with during the week.



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