IN THE FIELD

a field trip to
(your company name)

An information package for employers/host(s)
What is *In the Field*?

*In the Field* is an employer engagement opportunity offered by the *UTM Career Centre*. This career exploration event allows students to visit an organization and learn about its day-to-day operations.

Our staff will work with your organization to put together a customized half-day or one-day fieldtrip which:

- Introduces a group of select students to your organization and the various career paths possible within your organization
- Helps students understand how different departments within an organization work closely together to form a cohesive business unit
- Provides your staff with an opportunity to share their personal experiences, knowledge, and “lessons learned” with the next generation of professionals
- Strengthens your organizational presence on our campus

**What do you need to participate as a host?**

Participating as a host is very easy and it’s free! A *UTM Career Centre* staff will work closely with you to develop a customized agenda for the day (sample included in this document). The day can be completely customized to highlight the areas that you would most want to showcase within your organization; this can include facility or office tours, engaging in career conversations with students, or facilitating a meaningful networking session.

In the spirit of continuous improvement, we will also ask you to fill out a short survey following the event. Constructive feedback will allow us to grow and better the program.

**What will we do for you?**

We are committed to making this a positive experience for all of our hosts. We will:

- Develop a strategic marketing strategy and promote the event to targeted faculties and departments
- Ensure all students participating are prepared. We will provide them with information about your organization and staff that they will be engaging with
- Attend the event to support both you and our students
What will students want to know?

The students participating in this program are genuinely interested in learning about your organization. They will be asking many questions, the most common being:

- What is a typical day or week like?
- What are the most common challenges you face?
- What is the best part of this career?
- What does your department do?
- What is the work style (e.g. is there a lot of overtime, travel, etc.)?
- How do you balance your job with the rest of your life?
- What parts do you like the least and why?
- Do you spend most of your time working with colleagues, clients, or independently?
- How did you get into this career? What would you do differently?
- Are there related career fields that I might consider?
- What are the current industry trends?
- What changes do you anticipate in the next three to five years?
- What is the average starting salary in this field?

Common Host Questions

We anticipate that as a host you may have some questions as well! Here are the most common questions we have received from hosts in the past:

- Are the students paid? This is a voluntary career exploration program, so students will not be paid
- Do the students receive school credit? No. As this is a fieldtrip, there is no formal school credit. Having said that, this is an excellent opportunity for students to practice professionalism and learn how their academic knowledge integrates into a workplace setting
- How can I deal with confidential information and privacy issues? Students will be educated on the importance of maintaining confidentiality and understand that they will not be privy to certain company information. Some organizations may choose to ask students to complete confidentiality waivers. We would just ask that you notify us of waivers prior to the event to ensure the students are aware
- Can I screen the students prior to their placements? Unfortunately not. However, students are screened by the Career Centre Staff and have undergone a preparation session in order to participate in the program. We make every
effort to ensure students are appropriately matched to career exploration opportunities

- **Do I need to evaluate students?** No need! There is no formal evaluation for this program as it’s completed on a voluntary basis

**Contact Information**

If at any point you have any questions please contact:

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## Sample Agenda

The following is a sample agenda for an *In the Field* event. Our team will work with you to customize an event that showcases your organization’s assets and opportunities:

<table>
<thead>
<tr>
<th>Time</th>
<th>Portion</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>2:00</td>
<td>Start</td>
<td>Meet &amp; greet</td>
</tr>
</tbody>
</table>
| 2:10  | Opening | Introduction  
Agenda  
Question: what do you hope to learn? |
| 2:30  | Internships | Introduction  
Program/Guidelines  
How to apply / What’s available?  
Questions |
| 2:45  | Career Information | Structure of organization / Staff organization  
Process for applying  
Building your experience  
Getting your foot in the door  
How to conduct a search |
| 3:10  | Questions / Break | - |
| 3:30  | Staff Presentations | Introduce their job and a recent project  
Explain work to audience on day to day |
| 4:00  | Panel Interview | Review career path, challenges  
How did you find your job, your first job? |
| 4:30  | Questions / Break-out / Tour | Large audience questions then break out into groups for specific questions & tour |