



UCF

Knights Shadow

PROGRAM

Discover. Encounter. Engage.

UCF Experiential Learning



ABOUT THE KNIGHT SHADOW PROGRAM

- ▶ Opportunity for industry professionals to connect with UCF students
- ▶ Hosts expose students to a variety of career fields and industries
- ▶ Fall, spring, summer sessions during academic breaks
- ▶ Virtual and in-person options
- ▶ No fee to participate

PROGRAM OVERVIEW

Open to **all** UCF students (graduate and undergraduate)

Host opportunities throughout **Florida and other states**

Host a single student or a group of students on multiple days or a single day across different areas/departments within organization

Students apply to a specific job shadow opportunity with a set host and date

BENEFITS OF PARTICIPATING

- ▶ Build your organization's brand on campus
- ▶ Help students explore different career options
- ▶ Develop a pipeline of talent for internships or full-time opportunities
- ▶ No cost way to give back to the UCF community

IMPORTANT DETAILS



Hosts are not responsible for providing housing, transportation, or any costs related to the experience



UCF completes the matching. Students are matched based on the quality of their application materials (resume and cover letter)



Matched students are required to complete an online orientation and sign waivers



Experiences should take place during business hours (8 am - 5 pm)

OTHER DETAILS

VIRTUAL EXPERIENCE

Hosts provide students with Zoom (or other video technology) and other important details to help them plan for experience

Can develop a pre-set time or work with students to select a time

Suggested timeframe: 1 hour minimum

IN-PERSON EXPERIENCE

Hosts provide students with schedule and other important details to help them plan for experience

Suggested timeframe: Ideally half-day minimum

Students are asked to take a photo during their experience

Students are encouraged, but not required to wear facial coverings. If your organization requires PPE, please communicate that to students



What Shadowing Can Include

- ▶ Observation of daily work
- ▶ Guided tour of organization
- ▶ Meet & greet or panel of current interns or alumni
- ▶ Attending meetings or organization events
- ▶ Hands-on experience or work on mock projects
- ▶ Informational interview or information session

THE PROCESS

1

Hosts complete registration form

2

Opportunities posted in Handshake

3

Students apply to a specific opportunity on a specific date

4

UCF matches students

5

Students complete orientation

6

Hosts sent matched students information



SUMMER 2023 SESSION TIMELINE

- ▶ June 27: Host registration deadline
- ▶ July 1-10: Student application window
- ▶ July 12-13: Student matching and notifications
- ▶ July 13-19: Student acceptance and orientation window
- ▶ July 21: Hosts notified of matches
- ▶ August 1: Deadline for hosts to contact students
- ▶ **August 8-10: Knight Shadow Session**
- ▶ Week of August 14: Student and Host surveys sent out

REGISTER HERE

Ready to sign up to host an incredible Knight?

Over Registration Form//Summer 2023

ucf.qualtrics.com/jfe/form/SV_0eqxn6hBRQ0PObl

Employer Deadline to Register for SU 2023 Session: June 27

TIPS AND BEST PRACTICES

01

Plan Ahead

Decide how many days and students you can reasonably host

Consider the types of activities you would like students to participate in

Provide as much information as possible in the description. Sample schedules are helpful

02

Provide a valuable experience

Make sure staff are prepared

Select staff who have the time and are eager to engage and educate students

Consider your organization and the industry when creating your job shadow experience

SAMPLE DESCRIPTIONS

In-Person Experience

This is your opportunity to shadow our Finance Analyst. Students will have the opportunity to observe and shadow our finance team, tour the facility, and participate in a mock exercise processing invoices and accounts receivables. This opportunity is perfect for a student in an accounting or finance major or those interested in the accounting field.

Virtual Experience

Join us virtually to learn about XZY organization and the different positions we recruit for, including Communications, Sales, and Human Resources. We will begin our session with a brief overview of the organization, followed by a panel of current interns and recent college hires. We will end the session with individual Q & A sessions based on the participants' interest.

SAMPLE AGENDAS

VIRTUAL EXPERIENCE

1:00 pm - Organization overview

1:45 pm - Observe client meeting

2:30 pm - Informational interview with host

3:30 pm - Informational interview with VP Development

4:30 pm - Debrief with host

IN-PERSON EXPERIENCE

9:00 am - Arrival and check-in

9:15 am - Tour

10:00 am - Overview of profession, industry, and organization

11:00 am - Observe team meeting

12:00 pm - Lunch with host and current intern

1:00 pm - Debrief with host

1:30 - Departure

FAQ's



My organization is not hiring, can we still participate?

Yes. Many of our hosts enjoy connecting with students and are not looking to hire them.

What if no students are matched to my experience?

If your organization is not matched you will receive an email from the Job Shadow Program. We do our best to match as many hosts with students. Common reasons hosts do not receive matches are **limited student interest, location of opportunity, duration of opportunity.**

Our company has multiple locations, can we host students at each location?

Yes. When you register, you will submit a registration form for each location.

Can we request specific students?

No. But you can list preferred majors or interests in the description

Contact Us

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