UCSB Communication Internship Workshop
Facilitator Event Schedule
October 9, 2010

SCHEDULE:  1:30PM  Volunteer Arrivals
Check in by Students
Event Committee Greeting

1:45PM  Overview for Alumni
- Introduce themselves before Speed Networking event
- Speed Networking Event: Students rotate through Volunteers

2:00PM  Introduction of Program--Anna Laura Jansma

2:05PM  Program: Laura McHugh, Kibibi Springs
How to Obtain an Internship (Strategic Planning and Goal Setting)
How to Research Firms/Opportunities
Brief Legal Overview of Employing Intern (Tips to comply/get around)
Employer Point of View; What They are Looking For
How to Present Yourself/Your Skills: Elevator Pitch
How to Get the Most Out of your Internship Experience

2:40PM  Student Question/Answer
Opportunity for Feedback

2:50PM  Speed Networking
Introduction of Alumni Volunteers
Students Create “Self Elevator Pitch”

3:00PM  Rotate students with Alumni in a "Speed Networking" fashion

3:50PM  Group Discussion--Kibibi Springs and Laura McHugh
Tips from Alumni

4:00PM  Reception
Drinks, Food and mingling

4:15PM  Closing Remarks
Linda Putnam and Anna Laura Jansma
4:30PM        Afternoon Conclusion