

Sample Student Associate Schedule

Time	Task	Description	Location	Due Date
9:00 - 9:30 am	Welcome & Check-In with Supervisor	<ul style="list-style-type: none"> Review goals for the day One-on-one discussion with supervisor Discuss any questions or feedback 	Supervisor's Office	
9:30 - 10:30 am	Independent Project (project may vary by week)	Work on a project with guided instructions (e.g. creating a flyer, assembling materials, proofreading an internal communication)	Student's Workspace	Today at 10:30 am
10:30 - 10:45 am	Break #1	We encourage taking a break away from your workspace.		
10:45 - 11:30 am	Perform Mail Run and Restock Inventory	<ul style="list-style-type: none"> Sort and deliver internal mail Restock supplies in break rooms (snacks, paper goods, etc.) Report low inventory to supervisor 	10th through 12th Floors	
11:30 am - 12:15 pm	Career Exploration Meeting with Supervisor	<ul style="list-style-type: none"> Visit a different department or have a Q&A with another mentor Gain exposure to roles across the organization 	Mentor's Office	
12:15 - 12:45 pm	Lunch Break	We encourage taking a lunch break away from your workspace.		
12:45 - 2:30 pm	Independent Project	<ul style="list-style-type: none"> Input client or inventory data into spreadsheets or CRM Organize digital files 	Student's Workspace	Ongoing project
2:30 - 2:45 pm	Break #2	We encourage taking a break away from your workspace.		
2:45 - 3:30 pm	Shadowing Opportunity	<ul style="list-style-type: none"> Join another team member or group meeting Participate in a collaborative task or observe team dynamics 	12th Floor	
3:30 - 4:00 pm	Wrap Up & Check-Out with Supervisor	<ul style="list-style-type: none"> Prepare set of tasks for next student/next week/clean up Complete any end of day procedures Complete time card for the day Inform supervisors you are heading out for the day 		