Planning a “Thinking about an Internship” event

Pick a Date and Time

Talk to students and faculty to determine the best possible time for the most people. Get creative faculty members (or as many as you can!) to commit to attending the event. Avoid class times, department meetings, school holidays, major events elsewhere on campus, etc. If you cannot avoid class times, try to schedule to overlap class periods so that people may attend at least a portion of the event. Pick several possible dates, because you may not be able to book your first choice location.

Book a Location

A location within the department or in the same building is preferable. Make sure it’s big enough for the number of people you predict will come. Department offices usually manage lounges in their areas. Ask a staff member in the department office for room availability. Reservations for spaces in Usdan are made with Conference and Event Services. Reservations in Shapiro Campus Center are made through Student Activities. Reservations for classroom spaces are made through the Registrar’s Office (Janet Driscoll). Book your location as far in advance as possible! Rooms fill up fast during certain times of the year.

Contact Hiatt Career Center

To make an appointment, please call (781) 736-3618. For more information, visit the Hiatt Career Center Website: http://www.brandeis.edu/hiatt/.

**Invite Other Key People

♦ Undergraduate Advising Head

♦ Key Faculty from your department who you think are supportive of internships.

♦ Faculty you think are not!

♦ Seniors/Juniors who have completed internships in your discipline to talk about their experience; the Hiatt Career Center, Brandeis Internship Exchange, and UAH are good sources of this information.

Advertise Well in Advance

Start advertising several weeks ahead of the event. Post flyers around your department; send an email to the department email list. Be concise, but make sure you include the purpose of the event and any special food or activities. Talk to the department staff and faculty and ask them to spread the word; ask faculty to announce the event in their classes, especially in introductory-level classes where students might not be
on department notice lists. If a faculty or staff member hasn’t RSVP’d for the event, ask them in person. If you do not hear back, ask them again! If appropriate, post the event on BrandeisNow, and ask to have the email sent to other distribution lists (related departments, all-campus email announcements.) Post flyers in public areas (Shapiro, Usdan, etc.). Send reminders a few days before the event.

**Purchase your Supplies**

You may order food through Conferences & Events Services (C&E), or purchase food on your own. Call C&E to ask if they can accommodate your needs, and how much it will costs. Kosher food must be ordered at least ten days in advance. Keep in mind that orders from C&E often feed more than advertised; for example, most trays of food ordered as “small” or “large” will feed more than stated; items ordered by number of bottles, cookies, etc, will yield the amount you actually order). Deliveries to academic building locations have a hefty delivery charge, so ask about any extra delivery fees. For most food orders, you can arrange to pick up the food yourself and save this cost. Order food as least a week in advance to avoid late charges; keep in mind that the order will not be considered final until is it signed by the UDR Program Administrator, so plan an extra day for processing. Otherwise, you can purchase food and supplies from any business and save the original receipts for reimbursement. If you plan to spend UDR funds, be sure to apply on-line in advance to make sure you have permission for the full amount!

**Post a Sign-in Sheet**

Clearly post a sign-in sheet at the entrance of the room and encourage people to sign-up for email announcements/internship list servs (if they are not already on the distribution list). Ask them if they have had an internship before and where. Make copies of sign-in sheet.

**Post-Meeting**

Evaluate your event. Review the “Post Event Evaluation” in the on-line UDR Handbook. Do this as soon as possible after the event so that the details are fresh in your mind. If several UDRs were involved in the planning, set up a short meeting to evaluate the event as a group.

**Get Reimbursed!**

If you paid for any supplies with your own money, bring the receipts to the Office for the Dean of Arts and Sciences for reimbursement. We handle the first part of reimbursement process on the lower level of Bernstein-Marcus, beneath the Human Resources office. For receipts that total under $100, you will fill out a petty cash form and be reimbursed at 60 Turner St. For purchases that total over $100, you fill out an Expense Report form and will receive your reimbursement via a check in the mail.