



**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 <ul style="list-style-type: none">- 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