

## **Career Trek Grant Information**

University of Delaware Career Treks are site visits to companies located within a geographic region or industry that are designed to provide an insider's view of an organization's employment opportunities and culture.

Career Trek Grants have been used by several academic departments. Previous visits include trips to the headquarters of URBN, Yelp, the Marriott, the Fox Chase Cancer Center and the Ketchum PR Agency.

## **Career Trek Planning Sheet**

### **Questions to ask your site host:**

- How many students can you accommodate?
- What is the time frame for the visit? Do we need to arrive early to allow check-in time?
- Do you need any information ahead of time (e.g., student and faculty name, email, class year, major, etc.)? How soon do you need this information?
- Do we need anything for the day of the event (e.g., photo identification, nondisclosure agreements, etc.)?
- Depending on the time of the visit, are you able to supply food or refreshments? Is there an opportunity for students to purchase anything onsite?
- Can we share your contact information with our students after the event for future networking? Any additional colleagues?
- Are there any specific parking instructions we can share with our bus driver?
- Are there any onsite restrictions (e.g., no phones allowed, certain dress requirements, no photos, etc.)?
- What is the agenda for the visit (e.g., tour, company overview, meetings with different departments, etc.)?

### **Tips for your trip:**

- Allow ample time for traffic during rush hours when creating your final agenda.
- You will need the physical address of the drop off and pick up locations.
- If stopping at multiple locations, plan time for loading and unloading the bus and travel.
- You need both cell phone and office phone of your onsite contacts.
- You may want to consider small thank you gifts for your site hosts.

- Depending on the duration of the trip, you may want to provide snacks or refreshments for the students or encourage students to bring snacks and water.
- Remind students to dress appropriately for weather, walking and meeting employers.
- Encourage students to research the companies you are visiting prior to and/or while you are on the way so they can have questions prepared and know the overall scope of the site visit.
- Determine how you will manage your attendance information.
- Keep emergency contact information for all students in attendance (e.g., student's cell phone number, emergency contact, allergies or medications). Should you have students in attendance who are under the age of 17, permission from a parent or guardian will be required to have the student participate.
- Don't forget to choose a centralized pick up and drop off location for your students. The Career Center is happy to be that location so we can check students in for your event!
- After your trip concludes, you may want to send thank you notes to your site hosts in an effort to keep the lines of communication open for future visits.

### **Faculty FAQs:**

**Q:** Who is responsible for securing the employer site?

**A:** The faculty member or program advisor is responsible for securing the Career Trek location. The Career Center can assist with identifying sites with ample lead time.

**Q:** Who is responsible for reserving the bus transportation?

**A:** The faculty member or program advisor is responsible for securing the bus transportation. The Career Center can provide contact information for the local bus providers.

**Q:** How many students can we accommodate?

**A:** Large charter busses can accommodate up to 56 passengers, so we suggest allowing up to 50 students to accommodate faculty and Career Services Staff members.

**Q:** When will we receive the grant money?

**A:** Once the outcome information (e.g., student attendees, outcome survey, full expense list) has been provided to the Career Center.

**Q:** How many grants can we apply for?

**A:** You can apply for one grant per semester.

**Q:** Are there any restrictions on what we use the grant money for?

**A:** You may not use grant money for alcohol or on food purchases that exceed \$25.00 per student in attendance.

**Q:** When should I have my consultation meeting regarding my Career Trek?

**A:** Once you have the general outline for your event in place, that is a great time to reach out! The earlier the better to ensure a seamless event for you and the students.

**Q:** Who is responsible for student outreach and marketing of the event?

**A:** The grant requestor is ultimately responsible for the student outreach. The Career Center is happy to assist with outreach through social media, targeted emails through MailChimp and creating the event in Handshake. However, the faculty and/or department is the driving force behind a successful event!

**Q:** What happens if a student doesn't attend the event?

**A:** Any repercussions that are set forth by the faculty should be clearly shared with the students prior to opening applications to attend. If a student needs to decline once accepted to the Career Trek, we suggest stipulating that they must provide written notice at least two business days prior to the event to share the change with the site host.