**SAMPLE**

**Manufacturing Teacher Externship Agenda**

**Sponsor:** Name and Phone Number

**Co-Sponsor:** Name and Phone Number

***TUESDAY, 6/8/2021: Training Room***

0900 - 0915 Arrive and Badging

0915 – 0930 Welcome & Introductions

0930 - 1130 Safety and Introduction to Industry

1130 - 1230 Lunch (meal ticket provided)

1230 - 1400 Campus Tour

1400 - 1600 Partnership for Employer Programs

***WEDNESDAY, 6/9/2021: Training Room***

0900 - 0915 Arrive and Badging

0915 - 1130 Fab Protocol Training and Fab Tour

1130 - 1230 Lunch (meal ticket provided)

1230 - 1430 PM Application Exercises

1445 – 1545 Department Pairing Meet and Greet

1545 – 1600 Review and Dismiss

***THURDAY, 6/10/2021: Training Room***

0900 - 0915 Arrive and Badging

0915 - 1430 Shadow Assigned Department

(Lunch with Department - meal ticket provided)

1430 - 1600 Final Debriefing and Release

**Instructions for Arrival:**

***Location Address listed here***

1. Complete the attached NDA and bring it with you on your first day. We collect this form at the beginning of your Externship.
2. You MUST have your ID with you. The security guard will request this when you arrive at the front security gate.
3. After being cleared by the front security gate officer, you will need to park in the visitor parking at the Main Shop.
4. Check in at the desk in the lobby. They will complete the COVID-19 protocols and provide you with your visitor badge. We will escort you from the lobby to our meeting room.

We look forward to greeting you!