



## FIUTS TAKE THE WORLD TO WORK WEEK PROGRAM GUIDELINES – HOSTS

Thank you for participating in FIUTS' Annual Take the World to Work Program! This event matches globally-minded domestic students and international students individually or in small groups to visit professionals in their work places for a day, offering a rare glimpse inside their chosen career.

Below are some guidelines which we hope will help make the experience insightful, successful and rewarding for both hosts and students.

**Logistics** Feel comfortable telling your student(s) how to take public transportation to your place of work. They will be responsible for getting there and getting back to the University district. Also, feel free to let the student know what time of day works best for you for the visit.

**Time Commitment** A half-day is the perfect amount of time to host a student. Don't feel that you need to entertain the student the whole day - they want to watch you work.

**Interruptions** If you are busy, and need to take a phone call, answer email or talk with a colleague, feel free to do so. The students understand that you are taking time out of your day at work.

**Be creative.** Are there meetings you can plan that the student can sit in on, other colleagues of yours s/he could meet, tours of your workplace you could give, or send him/her on? Even going out to lunch to get to know each other can be a great plan, and give your student further insight into American professional culture (and don't feel that you need to pay for your student's lunch).

**Tasks** Does your company have any literature about its history and work your student could read, or an informative video s/he could watch? In addition, feel comfortable giving the student a small task or project during the day that would help you out- put them to work! This interactive opportunity will truly give them an idea of what your job is like.

**Share about yourself** Your student is interested in you and your work here in Seattle. Let them know about your path to your job today: past education, other jobs, etc. Talk to them about what you do on a day to day basis, your favorite (and perhaps least favorite) aspects of your job.

**Ask questions** In addition, take the opportunity to learn about your student and his or her culture. You could discuss the differences in professional life between your countries and cultures.

We hope you enjoy the program and we welcome any feedback you have. If you had a good time, please spread the word to your colleagues so that we can make next year's event bigger and better!

### **FIUTS contact:**

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