

# connectCAPE Key Information for Host Businesses

---

## Goals of the program

- Bridge the gap between local employers and students
- Provide students with a glimpse into the career path they are interested in pursuing
- Acquaint students and businesses with the opportunity a diverse workforce provides

## Requirements

- Be able to host a student for two half days (two separate four hour sessions) during the allotted shadowing period
- Have at least one employee willing to be shadowed (student can shadow multiple employees)
- Complete survey at the end of the program

## Expectations

- Present yourself and your company in a professional manner
- Provide the student with insight into working in your industry
- This is a shadowing experience, not an internship. Do not feel obligated to provide the student tasks to complete; they are participating in this program to simply observe your work.

## Calendar

- Student applications open: January 13, 2020 – February 5, 2020
- Potential business matches contacted February 5 – February 18, 2020
- Business connected with student via email by February 19, 2020
- Shadowing takes place between March 1-31