










CIP 2022 SCHEDULE

(Tentative Schedule - All Activities Subject to Change)

WEEK 1

Time	Monday May 9, 2022	Tuesday May 10, 2022	Wednesday May 11, 2022	Thursday May 12, 2022	Friday May 13, 2022	
9:00-10:00		Field Trip students will learn about career paths in Leesburg's largest employer. 	Career Activity What Personality COLOR Are You?	Field Trip Students will learn the intricacies of the newspaper business and the careers available in the field 	Career Workshop Professional Documents	
10:00-10:15			Break		Break	
10:15-11:00			Guest Speaker 		Guest Speaker 	Career Workshop Federal Jobs for people with learning differences
11:00-12:00						Guest Speaker 
12:00-1:00	Lunch	Lunch	Lunch	Lunch	Lunch	
1:00-2:00	Introduction to CIP What to expect, and How to make the most of out the Program	 Ideas worth spreading	 Ideas worth spreading	 Ideas worth spreading	Internship Review & Preparation Internship Forms Arriving to Your Internship Do's and Don'ts *** Break *** Confidentiality Handling Rejection Conflict Resolution Submitting Documents *** Break *** After Your Internship Pursuing Your Dreams	
2:00-2:15	Break	Break	Break	Break		
2:15-3:15	Guest Speaker - Zoom Apple Senior IT Management	Career Workshop Employability Skills	Career Workshop Business Etiquette	Career Workshop Chain of Command		
3:15-4:00	Guest Speaker 	Career Workshop Dress for Success	Career Workshop Networking	Career Workshop Employability Skills		
	Office Hours	4:00 - 7:00 PM Inflatables & Ice Cream Campus Quad	5:00 PM - 7:00 PM Speed Networking (Brick and Barrell) Students will practice networking techniques under real circumstances, during a business casual setting over horderves	4:00 - 4:45 PM Self-Defense Students will learn how to defuse, de-escalate and handle conflict resolution techniques, and to performed risk-assessments to drive their decision making		

INTERNSHIP

WEEK 2

Time	Monday May 16, 2022	Tuesday May 17, 2022	Wednesday May 18, 2022	Thursday May 19, 2022	Friday May 20, 2022
9:00-10:30	Internship	Internship	Internship	Internship	Internship
10:30-11:00					
11:00-11:30					
11:30-12:00					
12:00-12:30	1/2 Hr. Lunch	1/2 Hr. Lunch	1/2 Hr. Lunch	1/2 Hr. Lunch	1/2 Hr. Lunch
12:30-1:00	Internship	Internship	Internship	Internship	Internship
1:00-1:30					
1:30-2:00					
2:00-2:30					
2:30-3:00	Office Hours	Office Hours	Office Hours	Office Hours	6:30-9:00PM Via Port Lake Square Mall
3:00 -3:30					
3:30-4:00					
4:00-4:30					

WEEK 3

Time	Monday May 23, 2022	Tuesday May 24, 2022	Wednesday May 25, 2022	Thursday May 26, 2022	Friday May 27, 2022
9:00-10:30	Internship	Internship	Internship	Internship	Internship
10:30-11:00					
11:00-11:30					
11:30-12:00					
12:00-12:30	1/2 Hr. Lunch	1/2 Hr. Lunch	1/2 Hr. Lunch	1/2 Hr. Lunch	1/2 Hr. Lunch
12:30-1:00	Internship	Internship	Internship	Internship	Internship
1:00-1:30					
1:30-2:00					
2:00-2:30					
2:30-3:00	Office Hours	Office Hours	Reflection Discussion Writing	Office Hours	Certificate Award Ceremony Dinning Hall
3:00 -3:30					
3:30-4:00					
4:00-4:30					