



## GUIDE FOR INTERNATIONAL STUDENTS (SHADOWS)

Below we have put together a few hints and tips to make shadowing a success for you.

### Preparation

- Please inform yourself about the company / the organization and its fields of activity, for example on their website.
- Reflect on your expectations and wishes for the day in advance. However, keep in mind that a normal working day may not be exciting every minute and that you want to get a realistic insight into the working world.
- Formulate questions about anything you would like to know. It is your opportunity to learn a lot about the working life of your shadowing partner.
- If you have questions about the shadowing day, feel welcome to contact the Career Service.
- Be open to new and unexpected experiences.

### During the working day

- If the situation arises that you cannot show up at the appointed time, please contact your shadowing partner and the Career Service.
- Show interest! Your shadowing partner will take plenty of time for you.
- Observe your shadowing partner's workplace well and get a realistic picture of the specialist topics, areas of responsibility and cooperation within the department.
- Show yourself from your best side.
- Be aware that it is a normal work day for their shadowing partner, who must go about their duties as usual.
- Clarify with your shadowing partner when is the best time to ask questions.
- At the end of the day, ask if this has been a typical work day.
- If you are interested, ask your shadowing partner for his or her contact details so that you can stay in touch beyond the shadowing.

### Follow-up

- Please send your shadowing partner an email thanking her or him.
- Reflect on the day: What did you like most about it? Is there anything you did not like so much? Could you imagine working in this field?
- After the shadowing, please fill out the evaluation form and send it to Career Service by email: **careerservice@leuphana.de**