1. Onboarding – meet with extern prior to start date; set goals; let colleagues know
   a. First day essentials:
      i. What is the office dress code?
      ii. What time should the student arrive on Day 1?
      iii. *Where* should the student arrive on Day 1?
      iv. Where to park?
      v. Is there a keycode for the door?
      vi. Can the student text you?
2. Technology / HR – Can be a big holdup
   a. Communication software?
      i. Outlook? G-Suite? Zoom? Teams? WebEx? Slack?
   b. Virtual Private Network (VPN) and/or a cloud data system?
   c. Will student have an organizational email address?
   d. Security or confidentiality documents to sign?
   e. Employee handbook? Remote work policy?
   f. Lingering background check issues/documents?
   g. Should the student use their own phone?
      i. Do you use a number blocking service?
      ii. Google voice provides free numbers
   h. Conflicts inventory?
   i. Background resources and information for students to read ahead of time? (organizational history or structural documents?)
3. Confidentiality
   a. Where will the student work when not in office? Privacy? Plan?
   b. Can the student use her own computer? [Will you mail her one?]
   c. Where can the student save her work?
   d. Does student need a printer? If so, restrictions on printing?
   e. Ask student where physically working if/when working from home.
4. Ethics: Crash course! We suggest using the 7 C's: Confidentiality, Competence, Communication, Conflict of interest, Candor, Commingling, Civility
5. Orientation: Contact numbers in case of emergency
   a. Introductions and office tour, even if virtual. What is culture of office?
   b. How will you connect student to other externs? Social events?
   c. Can you be a mentor? If not you, then who might you suggest?
   d. Connect student to the professional field. Ask student about their professional goals, be creative in supporting them.

Onboarding and Orientation Big ideas: Structure, community, connection, support