Thank you for your interest in RMI Shadow Day, which provides opportunities for CU Denver Business and RMI students to gain exposure and understanding of local insurance companies.

**Objective:** Increase a young person’s awareness of employment opportunities available in the RMI field by hosting the student(s) for a day in local RMI offices. Hopefully this will lead to students intentionally seeking a career in the RMI field.

**Employer/Host Responsibilities:** These are just suggestions on what each individual RMI employer may wish to address during the student’s visit to your office:

- Introduce the student to your most senior executive and allow the student some time (10-15 minutes) to interact with this individual.
- Student is paired with a person from your office who would be willing to share his/her education and work experiences. The student may then “shadow” this person throughout the day, or
- The student may spend time in different departments such as claims, marketing, underwriting, loss control, sales, risk management, service center, etc.
- If possible, the student spends some time with a recent college graduate/new employee, maybe over a lunch or coffee break to talk about the employee’s responsibilities within the RMI office.
- If possible, the student meets with an employee(s) who has his/her CPCU designation or is working on the CPCU designation, or has any other industry designation or is working towards one—ARM, AINS, CRM, ERM, CIC, etc. This emphasizes the ongoing education that occurs within the profession.
- The student has an opportunity to witness client contacts, sales presentations, audits, loss control visits, whatever occurs in your office’s normal daily operations. Employer host provides explanations on how these functions help the organization meet its goals.
- Time frame, suggest 9:00 am to 3:00 or 4:00 pm. Each student’s schedule varies and some may only be available to shadow for half a day.
- If the half day time frame is chosen/preferred, we would like to recommend that the student has the opportunity to join the employer host for lunch.

**CU Denver Responsibilities:**

- Find interested employers willing to host a student for a day.
- Pair student with the employer/host.
- Provide student with the employer/host contact information, location, parking issues (if any), office dress code, etc.
- Remind students of the logistics.
CU Denver Responsibilities (continued):

- Provide employers with the student(s)’ resume prior to Shadow Day.
- Ask students to individually contact their employer/host before the Shadow Day event.
- Follow up with employer/hosts and students after Shadow Day for feedback.
- Note: Some students will be required to write an essay on their experience, including background information on the employer company. (FNCE 1000 and FNCE 4809 students.)
- Thank the individual employers/hosts for their participation and support of Shadow Day.
- Prepare a press release after Shadow Day with information on the number of employer hosts and number of students who participated. Send PR to various insurance-related and business-related periodicals. Post on FB and LI.

Student Responsibilities:

- Contact their assigned employer host prior to Shadow Day to confirm logistics.
- Arrive on time.
- Be engaged throughout the day, ask questions, absorb the office dynamics, apply what they have learned in class to what they witness in the employer’s company.
- Dress appropriately.
- Thank the individuals who spent time with them during Shadow Day.
- If the student is interested, ask if they can return at a later time in the semester to spend more time with the employer host.

We are thankful that the local RMI industry has been so willing to open their doors to the CU Denver students. We believe that this opportunity will be beneficial to all involved.

Thank you for your consideration.