|  |
| --- |
| **Title here** |

# Short intro (couple of sentences or 1 paragraph.

* Learning objective or highpoint
* Other LOs, highpoints, or special detail
* Etc., etc.

# key information

|  |  |  |  |
| --- | --- | --- | --- |
| Organizer | Capacity | Locations(a contact for each site must be specified) | Reporting Info |
| Names, affiliation, contact info (email, phone) | Max # students | Primary location and primary contact (email, phone)  Secondary locations, if applicable, and contacts (email, phone) | When and where. |
| Add any special notes here (ex. administrative contact, security protocols, etc.) | | | |

# opportunity availability

|  |  |  |  |
| --- | --- | --- | --- |
| **MS1 (Class of 2029)** | | | |
| Week of the curriculum | Start Date | End Date | Available?  Yes/No |
| 5 | Tue 9/2/25 | 9/5/25 |  |
| 12 | Tue 10/21/25 | 10/24/25 |  |
| 27 | 2/2/26 | 2/6/26 |  |
| 31 | 3/2/26 | 3/6/26 |  |
| **MS2 (Class of 2028)** | | | |
| 59 | 9/15/25 | 9/19/25 |  |
| 69 | 11/24/25 | 11/26/25 |  |

# schedule

# Attendance expectation (select one)

# Full attendance is required

# Partial attendance is acceptable. If partial attendance is okay, specify which days or activities this would impact.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **MON** | **TUE** | **WED** | **THU** | **FRI** |
| **AM** | describe  Also, students appreciate knowing onsite vs remote | describe | describe | describe | describe |
| **PM** | describe | describe | describe | describe | describe |

# sensitive procedures & support – Mention any sensitive topics, experiences that may be upsetting, awareness that family members/friends or personal experience with similar conditions or situations, etc.. Example text: As you move through this experience there may be encounters that trigger emotions or reactions. If you need help or support, please discuss this with us. If you are aware in advance that a particular situation may be exceptionally challenging for you, let us know.

# pre-experience preparative briefing – Specify applicable info

# post experience debrief – Required for experiences that may be emotional or challenging Example: After the experience, you’ll have a chance to reflect with Dr. So-and-So or team member and process the experience and emotions.

**expectations for student attire** – Specify applicable info

**notes**

Optional: Additional details about experience type, what to expect each day, special features requirements.