



Legend				
Day 1	Day 2	Day 3	Day 4	Day 5
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Day One: Partially self-guided tour

- Receive Travel Documentation Packet, review contents:
 - Passport to Excellence Itinerary
 - Colab Brochure
 - CSU Brand Brochure
 - Employee Onboarding
 - "Adventures in Marketing" Packet
 - Director's Letter/card
 - Colab Student Brochure
 - Colab Passport to Excellence
 - Employee paperwork (▲ if necessary)
- Read above travel documents thoroughly.
- Complete Onboarding Stage One, Day 1 with **travel guide Adams**, use legend above along with your new employee onboarding/off boarding checklist to collect souvenirs each day.
- Open "Adventures in Marketing" Packet.
- Visit the country of "Design" as noted in "Adventures in Marketing" Packet.

Day Two : Partially self-guided tour

- Travel guide Adams** will provide a guided tour of Onboarding Stage One, Day 2.
- Upon returning from country of "Design," garner "Design" passport stamp from "Adventures in Marketing" Packet.
- Read travelogue (Handbook) pages 1-20.
- Complete travelogue checkpoint A (exam one), then provide to **travel guide Adams**. Passing checkpoint A with 80 percent retention garners Visa for country of "Digital"-- upon receipt of Visa from **travel guide Dickerson**, "Digital" itinerary will be sent.

Day Three: Self-guided tour

- Travel guide Dickerson** will provide a guided tour of Onboarding Stage One, Day 3.
- See email itinerary sent yesterday in order to visit country of "Digital."
- Upon returning from the country of "Digital," garner passport stamp as noted on "Digital" travel itinerary.
- Read travelogue (Handbook) pages 21-46; 68.
- Complete travelogue checkpoint B (exam two), then provide to **travel guide Adams**. Passing checkpoint B with 80 percent retention garners Visa from **travel guide Dickerson** to Country of "MarComm." MarComm itinerary will be sent via email.

Day Four: Self-guided tour

- Travel guide Limo** will provide a guided tour of Onboarding Stage One, Day 4.
- Read travelogue (Handbook) pages 71-100; 102-166.
- Complete travelogue checkpoint C and D (exams three and four), then provide to **tour guide Adams**, Passing checkpoints C and D with 80 percent retention garners Visa to enter the realm of Colab.

Day Five: Guided tour by travel guide Limo

- Visit country of "MarComm" as noted in email itinerary provided on day 3.
- Take extensive tour with **travel guide Limo**.
- Upon return from country of "MarComm," garner "MarComm" passport stamp as noted in "MarComm" travel itinerary received via email.
- Review travelogue (Handbook) pages 170-176.
- Turn in your passport**, complete with all country stamps, checkpoint passage ratings above 80 percent and completed Visa, go through customs and receive a custom office status sign and welcome to Colab!