Sample Internship Syllabus

**Department**
Property – Northeast

**Supervisor**
Mary Smith  
Managing Director, Property – Northeast  
GIS Insurance Brokerage  
Email: MarySmith@GISinsbrokerage.com  
Phone: 555-555-5555

**Dates**
Monday, June 1, 2020 – Friday, July 31, 2020

**Internship Objectives**
At the conclusion of your internship, you should be able to:
- Understand the fundamentals of property insurance
- Understand the various departments and functions of GIS Insurance Brokerage
- Service property brokerage accounts
- Understand carrier partners’ risk appetites for habitational, manufacturing, and builders risk property accounts
- Market small property accounts
- Leverage your new network to knowledgeably pursue a career path in property insurance

**Schedule (Note: All activities are virtual unless otherwise noted)**

<table>
<thead>
<tr>
<th>Week</th>
<th>Focus</th>
<th>Projects/Activities</th>
</tr>
</thead>
</table>
| Week 1: June 1-5, 2020 | GIS Insurance Company overview  
                       | Systems overview                                    |   Onboarding with HR  
                       |                                                            |   Team welcome lunch  
                       |                                                            |   Intern event: Intern Meet-and-Greet  
                       |                                                            |   Corporate training checklist  
                       |                                                            |   Property department leader introductions          |
| Week 2: June 8-12, 2020 | Property department overview  
                       | Broker account support                           |   Property insurance 101  
                       |                                                            |   Shadow broker technical assistants        |
                       |                                                            |   Begin servicing accounts                      |   Intern webinar: Marketing Department     |
                       |                                                            |   Intern project: Final presentation group assignments and topic selections |
| Week 3: June 15-19, 2020 | Broker account marketing                   |   Shadow marketing specialists                     |
                       |                                                            |   Intern webinar: Ocean Marine Insurance          |
                       |                                                            |   Continue servicing accounts                    |
| Week 4: June 22-26, 2020 | • Habitational property risks | • Habitational risk project  
• Mid-point performance meeting with supervisor  
• Intern webinar: Data Analytics in Insurance  
• Continue servicing accounts |
| Week 5: June 29-July 3, 2020 | • Manufacturing property risks | • Begin marketing small accounts  
• Intern webinar: Transportation Insurance  
• Intern event: Fun Run (optional)  
• Continue servicing accounts |
| Week 5: July 6-10, 2020 | • Builders risk property risks | • Carrier risk appetite project: habitational, manufacturing, builders risk  
• Intern webinar: Product Recall Insurance  
• Intern event: Book Club  
• Continue marketing accounts |
| Week 6: July 13-17, 2020 | • Property market trends | • Property market trends project and presentation to department leaders  
• Meet-and-greet with property underwriting partners  
• Intern webinar: Executive Liability Insurance  
• Continue marketing accounts |
| Week 7: July 20-24, 2020 | • Insurance market trends | • Insurance market trends research project  
• Intern webinar: Strategy Department  
• Intern event: Coffee & Conversations with CEO  
• Continue marketing accounts |
| Week 8: July 27-31, 2020 | • Wrap-up | • Intern group presentations to senior executives  
• Final performance meeting with supervisor  
• Next steps meeting with HR  
• Team sendoff lunch |