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.
- 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.
- **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!