



## CAREER SERVICES

Fall Externship Program  
Student  
FAQ's

## ***What is an Externship?***

An Externship is a "mini-internship," or a 1-2 day unpaid job shadowing experience designed to offer a glimpse of a career to a college student. An Externship gives a student the chance to explore a specific career path, make professional connections and network with professionals and alumni within the community.

## ***Who is eligible to participate?***

The Externship program is open to all students that are registered full time at Purdue University North Central only. Students must have completed a minimum of 15 credit hours. Students must have also completed the Discover Program prior to their externship. Finally, a student must be in good academic standing (G.P.A. of 2.5 or above).

## ***What types of activities take place during an Externship?***

The Employers that are participating in the Externship program are doing so on a voluntary basis. They have agreed to participate based upon their availability and their business demands. Extern sponsors have been asked to share with you what it is like for them on a "day to day" basis in their world of work. The extern "shadows" his or her sponsor and may receive limited exposure to a specific project. The extern should not be performing clerical work. The extern does not have to spend the entire week, they might spend a half day with their sponsor. We have encouraged our sponsors to share the extern with other colleagues in their workplace, also.

Here is a brief list of suggested activities:

- ⇒ going to meetings with you
- ⇒ arranging lunches with you and/or your colleagues
- ⇒ assigning a short research project
- ⇒ giving the student background information on your career and organization
- ⇒ setting up meetings with your co-workers so that the student can understand how your work impacts others
- ⇒ tour of workplace
- ⇒ discussion regarding the structure of your organization (organization chart overview), mission and vision
- ⇒ allow the student to sit in on a client meeting
- ⇒ set up informational interviews for yourself and your colleagues

## ***What is the matching process for Externship placements?***

All applications will be reviewed after the application deadline has passed. Once applications have been read and processed, students will be matched with externship sites. We will make every effort to place students in the externship site of their preference, however we cannot guarantee everyone will receive their first preference. Upon placement, students will be required to go through an Externship workshop. Dates for the Spring 2011 Externship program are as follows:

### **Program Timeline:**

EVENT	
Application Period for Students	9/6/11-- 9/13/11
Extern Matching	Week of 9/19/11
Notification of Extern Placement	Week of 9/26/11
Extern Orientation (required for students)	Week of 10/3/11
Actual Externship	10/10/11 to 10/11/11
Sponsor Feedback	10/17/11

### **What are the benefits of an Externship?**

The Externship experience is intended to help you better understand a work environment and a career field, and thus help you clarify your career goals. You will also be able to:

- ⇒ Learn more about a job or occupation
- ⇒ Understand what a particular job is like on a daily basis
- ⇒ Expand your network of professional contacts
- ⇒ Experience the culture of an organization
- ⇒ Have your questions answered about a job or occupation by professionals in the field

### **Can I put an Externship on my resume?**

Yes. Just be honest and accurate about the timeframe (e.g. don't list a full month for a two-day visit) and the nature of the experience.

### **What happens if I sign up for an Externship and cannot attend or do not show up for a meeting?**

As soon as you know that you will not be able to attend your scheduled meeting, please call or email the Office of Career Development and your Extern host. We understand that unforeseen circumstances happen, however, it is not acceptable to arrive late without advance notice or not call and not show up. If this happens and the Office of Career Development does not receive adequate notice, you will be subject to the Office of Career Developments [No Show Policy](#).

## ***How can I apply?***

Students can apply for Externship by filling out an application online. Applications are due no later than September 13, 2011. Make sure to check out the list of Extern Sponsors so you can indicate your preferred Extern site!

## ***How will I know if I am selected for an Externship?***

All students who apply for an Externship will be contacted by phone or e-mail to either arrange details of the externship experience or to work on taking steps to be eligible for completing an externship at a later date.

## ***If I am accepted for an Externship in another city, what do I do about housing and transportation?***

It is the student's responsibility to make arrangements for housing and transportation and to cover the cost of both, if they choose to accept an externship in another city. Employers/alumni sponsors are under no obligation to cover these costs and should not be asked by students to do so. If the student desires to complete an Externship in another city, consider contacting area schools to see about rental properties, using online resources, or network with family and friends.

***For additional information, [contact us!](#)***

Purdue University North Central is an equal access/equal opportunity University. Persons with disabilities requiring accommodations should contact (219) 785-5451