



## CAREER SERVICES

Externship Program  
Employer-Sponsor  
Guide  
Spring 2012

## *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. Purdue University North Central (PNC) is offering our Alumni, Parents and Friends of the University the opportunity to sponsor an extern each semester in virtually any safe work environment from laboratories to offices and more! The Externship program will be held each semester. Most of our Externship opportunities will be local, though, we do welcome opportunities for our students in other cities, however, you will have a better chance of obtaining an extern if housing is provided.

Students want to know what the day to day activities are for a professional like you. Through first hand exposure to day to day activities and insight from professionals like you, the student's Externship experience may be one of the most valuable activities they participate in during the course of their academic program! PNC encourages students to seek out experiences that will give them firsthand knowledge to different aspects of industry *before* they enter the workforce. The ultimate goal of the Externship program is to provide students the opportunity to make critical career connections, and based on those connections, create a career plan that will put them on the right path to the right career.

## *Sponsoring an Extern is easy!*

Since the Externship program is strictly voluntary, your commitment level is based upon your own availability. Since Externships are unpaid job shadowing experiences, this is an invaluable way for a sponsor to support PNC and to ascertain the capability of future PNC graduates that will soon be entering the job market! Finally, by sharing your expertise with a student, you directly contribute to the quality of education and career development of a PNC student.

Think about what you do in your career. We all have many, varied responsibilities and opportunities in different areas. We also have relationships with other individuals and organizations that might be of interest to PNC students. When describing your work experience try to think broadly and precisely about what you do. Clearly understanding your organization and your responsibilities will enable us to match you with the best extern candidate.

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 with you. In fact, we encourage you to share the extern with other colleagues in your workplace.

Other ideas include:

- 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

The most important activity that you can do with your extern is discussing your experiences as you transitioned from campus to career. Likewise, ask the extern about their PNC experiences.

Following the actual externship experience students will be required to meet with their Academic Advisor and/or Career Services to work on academic and career related planning.

Sponsoring an extern allows your organization a unique connection to PNC. Sponsorship is as inexpensive as a lunch, yet an invaluable way to support PNC and its students. By sharing your expertise with students, you directly contribute to the quality of education and career

*Program Timeline:*

<u>EVENT</u>	<u>DUE DATE:</u>
Application Process for Students	1/9/2012 thru 2/10/2012
Extern Matching	2/13/2012 to 2/17/2012
Notification of Extern Placement	Week of 2/20/2012
Extern Orientation (required for students)	Week of 2/27/2012
Actual Externship	3/5/2012 to 3/9/2012
Sponsor Feedback	4/6/2012