SPONSOR REGISTRATION FORM

CORNELL EXTERN PROGRAM – JANUARY 2012
203 BARNES HALL - ITHACA, NY 14853-1601

Please complete our on-line registration form at career.cornell.edu/alumni/volunteerOpportunities/jobShadowing.html OR mail or fax (607/255-3060) both sides of this form to us. Questions? Email us at externprograms@cornell.edu.

Name ___________________________ Class Year(s) ____________ Gender M F

College(s) __________________________ Major(s) __________________________

☐ Yes, I am available for the Extern Program, January 2012.
☐ Yes, I am available for January 2012 and would also like to consider the FRESH Program in March 2012.
☐ No, I am not available January 2012, please try me again for: ☐ March 2012 ☐ January 2013

Business Information (or attach business card)

Organization __________________________ Title __________________________

Business Address __________________________ Floor/Suite __________________________

City, State ________________ Zip ______ Country ______ Cell Phone __________________________

Telephone __________________________ Fax __________________________ Work E-mail __________________________

Web site (company) __________________________ Division/dept/project url __________________________

Career Field: __________________________

Home Address __________________________ Telephone __________________________

City, State ________________ Zip ______ Country ______ Home E-mail __________________________

Does your email accept large attachments? We will send the student extern materials as PDFs to your business email. If you cannot receive such attachments at this email, please indicate how you wish to receive the information: ☐ Fax ☐ US Mail ☐ Email PDF attachment to this email address: __________________________

Preferred address for Extern Program correspondence (via US Mail): ☐ Business ☐ Home

Preferred method for direct student contact (check all that apply): ☐ Business Phone ☐ Business E-mail ☐ Cell Phone ☐ Home Phone ☐ Home E-mail

Best time to reach you (check all that apply): ☐ Morning ☐ Mid-day ☐ Afternoon ☐ Evening

☐ Weekday ☐ After _____a.m. ☐ Before______p.m.

☐ Weekend ☐ Other __________________________

EXTERNSHIP INFORMATION
I will host a student extern between January 2 and 21, 2012, for:

☐ 1 day ☐ 1-2 days ☐ 2 days ☐ 2-3 days ☐ 3-5 days ☐ 1 week ☐ 1-2 weeks ☐ 2 weeks ☐ Flexible

☐ Informational Interview Only (circle one: phone, in-person, or either) ☐ Other: __________________________

I would like to host: ☐ 1 student ☐ 2 students ☐ 3 students ☐ Other: __________________________

The student will call during the last week of November to arrange a specific date for the externship. If you know specific dates for the externship at this time, please indicate: __________________________.
**EXTERNSHIP DESCRIPTION**
Your responses to questions 1-3 will be provided to students to assist them in selecting and applying for externships.

1. Briefly describe your position responsibilities, company, and division to help students understand what you do (attach sheet if necessary).

2. Describe a potential schedule for externship activities in your organization, please be as specific as possible. For questions or assistance in developing an externship, or to request sample externship descriptions, contact Nancy Law phone: 607/255-9046 or email: NFL1@cornell.edu.

3. Please list resources that may help students research your organization (or enclose company literature):

**SPONSOR REQUIREMENTS AND PREFERENCES**
Students select externships based on requirements and preferences stated by the sponsor as well as a variety of personal goals (exploration of, or refining, interests within a career field and assessing “fit” with the organization, etc.). To ensure that the student who is placed with you meets your expectations, specify any requirements and preferences below.

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<td>(Sophomores, Juniors, and Seniors are eligible)</td>
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If U.S. Citizen is required, please state why: __________________________________________________________________________________________
LOCATION INFORMATION (optional)
To assist students in selecting externships, please describe (as applicable) proximity to nearby cities, travel constraints, reasonable accommodations, etc.

ACCOMMODATION (optional)
Travel, lodging, and meal expense are the responsibility of the student and, therefore, make the cost of the Extern Program prohibitive for some students. If you are able to house the student(s) during the externship, please check here.

☐ Yes, I may be able to provide housing for the student(s) placed with me.

Thank you for your time and interest.
If you have any questions, please email Nancy Law at externprograms@cornell.edu.