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 2013.
☐ Yes, I am available for January 2013 and would also like to consider the FRESH Program in March 2013.
☐ No, I am not available January 2013, please try me again for: ☐ March 2013 ☐ January 2014

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 ☐ 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 19, 2013, 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: ____________________________
EXTERNALSHIP 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.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Required</th>
<th>Preferred (but not required)</th>
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</thead>
<tbody>
<tr>
<td>College(s)</td>
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<tr>
<td>Major(s)</td>
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<tr>
<td>Class(es)</td>
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</tbody>
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(Sophomores, Juniors, and Seniors are eligible)

Other: ____________________________________________ □ □

US Citizen: ____________________________________ □ □

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.