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 FRESH Program, March 2012.
☐ Yes, I am available for March 2012 and would also like to consider the Extern Program in January 2013.
☐ No, I am not available March 2012, please try me again for: ☐ January 2013 ☐ March 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 FRESH 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 March 17-25, 2012 for:
☐ 1 day ☐ 1-2 days ☐ 2 days ☐ 2-3 days ☐ 3-5 days ☐ 1 week ☐ 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 first week of March 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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<th>College(s)</th>
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(Sophomores, Juniors, and Seniors are eligible)

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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.