Extern Program 2016 Information Session

September 30, 2015

The Staff

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- Emily McFarland, Administrative Assistant, Career Education and Advising Unit
- Rachel Bañuelos, Student Assistant
- Sheri Mahaney, Manager, Career Education and Advising Unit
Would You Rather
STAND UP

Coffee

SIT DOWN

Tea
STAND UP

Diet

SIT DOWN

Regular
Stand Up

Fly

Sit Down

Invisible
<table>
<thead>
<tr>
<th>STAND UP</th>
<th>Mac</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIT DOWN</td>
<td>PC</td>
</tr>
</tbody>
</table>
STAND UP

Hakuna Matata

SIT DOWN

Y.O.L.O.
STAND UP

Starbucks

SIT DOWN

iTunes

Music
<table>
<thead>
<tr>
<th>STAND UP</th>
<th>SIT DOWN</th>
</tr>
</thead>
<tbody>
<tr>
<td>President Obama</td>
<td>President Garrett</td>
</tr>
<tr>
<td>STAND UP</td>
<td>SIT DOWN</td>
</tr>
<tr>
<td>----------</td>
<td>----------</td>
</tr>
<tr>
<td>Something New</td>
<td>Same Old</td>
</tr>
</tbody>
</table>
STAND UP

Passionate

SIT DOWN

Content
<table>
<thead>
<tr>
<th>STAND UP</th>
<th>SIT DOWN</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Head-On</strong></td>
<td><strong>Brush Under</strong></td>
</tr>
<tr>
<td>STAND UP</td>
<td>SIT DOWN</td>
</tr>
<tr>
<td>----------</td>
<td>----------</td>
</tr>
<tr>
<td>First-Hand</td>
<td>Grapevine</td>
</tr>
<tr>
<td>STAND UP</td>
<td>SIT DOWN</td>
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<tr>
<td>----------</td>
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</tr>
<tr>
<td>Excited to Wake-Up</td>
<td>Have to Wake-Up</td>
</tr>
<tr>
<td>STAND UP</td>
<td>SIT DOWN</td>
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<tr>
<td>----------</td>
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</tr>
<tr>
<td>Inside-Scoop</td>
<td>Outside Looking In</td>
</tr>
<tr>
<td>STAND UP</td>
<td>SIT DOWN</td>
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<tr>
<td>----------</td>
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</tr>
<tr>
<td>Expand Network</td>
<td>Restrict Network</td>
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</tbody>
</table>
Exactly What I Want

Figure It Out As I Go
What is the Externship Program?

- A career exploration program; not for work experience

- Allows you to talk to real people doing the kind of work you are interested in learning about.

- Ask questions you can’t ask in a job or internship interview

- Occurs over winter break: December 18 - January 26, 2016
What’s the Difference Between Internships and Externships?

**Internships:** 1-4 months, contribute skills/tasks to the goals of the organization in exchange for work experience.

**Externships:** A phone/Skype conversation, lunch or 1 day-a-week worksite visit to observe day-to-day routines at the organization. Students observe and ask questions.
Career-Development Model

*Understand Yourself*  *Explore Options*  *Take Action*

[Diagram of a career-development model with sections for Understand Yourself, Explore Options, and Take Action.]

Externship Program
What You Can Learn From This Program

- Determine if this field is right for you which impacts your choice of major and classes

- May learn about careers you did not know existed, but would fit your skills and interests.

- Resources to use to research organizations of interest.
What You Can Learn From This Program

- Begin to understand how to interact with professionals in the world of work.

- Identify action steps to take following the experience.
What Happens During an Externship?

• Speak with the sponsor and sometimes his/her colleagues about job responsibilities and various levels/positions.

• Shadowing: observe work environment, attend meetings, tour, potential short project.

• Information Interviews/Meeting: gain information, advice, networking connections
Sample Information Interview
Description

Sponsor offers a conversation over lunch with students. The sponsor has a small company focused on girls 8 to 12 to raise their aspirations using role models. This is a retail business. In addition, the sponsor has a long career history in consulting focused on consumer businesses. The sponsor is currently on the faculty at The Johnson School. She teaches consulting projects. The sponsor is happy to talk about consulting and retail with students.
The sponsor is in private practice and also teaches medical students and residents in the dermatology clinic at Weill Medical College of Cornell University - NY Presbyterian Hospital. The externship would involve going to conferences where patients are seen and their cases are discussed. (Dermatology - Clinic & Grand Rounds). Day one will be spent doing 2 clinics, and day two will involve grand rounds and clinics.
What Are the Sponsor’s Expectations?

Top 5 student qualities according to recent survey:

1. Curious-ready to learn about all aspects of the field/company.

1. Prepared-Relevant questions, willing to speak with others or complete any work assigned.

1. Willing to participate in whatever offered.
What Are the Sponsor’s Expectations?

1. Good listener-Attentive, interested, and engaged in the conversation.

1. Appreciative-Validate their time and effort to help you.
Extern Program Overview & Requirements

- Sophomores, Juniors, and Seniors only
- We expect 95% of you to be matched with a listing.
- Peruse the “Externship Listings” on the Extern Web page.
- Create an application and checklist through the link:
  
  http://www.career.cornell.edu/students/options/extern/
Extern Program Overview & Requirements

• All important dates and program deadlines are listed on the extern webpage and in your checklist.

• Must meet any sponsor requirements in listings.

• You must arrange and pay for travel.

**Important:** Keep checking your Checklist to know where you are at with the process!!
Exern Program Overview & Requirements

- When you apply for a specific externship, you are committing to complete that externship.

- If matched, you are fully responsible for contacting your sponsor.

- Complete the required online evaluation form after completing the externship.
What are the “Rounds?”

Round 1

– Sponsors who are registered by October 1st
– Highest variety of career fields and geographic locations
– 200+ sponsors, globally
– You are matched with one of your choices by our electronic system on 10/26.
What are the “Rounds?”

Round 2

-Sponsors registered by November 4\textsuperscript{th} \textbf{AND} Sponsors not matched in Round 1

-250-300 sponsors, fewer international/NYC

-You are automatically matched with open externship of your choice in the Checklist Worksheet
A Few Tips...

• Assess carefully what you would like to get out of an externship and choose listings accordingly.

• Consider your other obligations and availability during Winter Break. Are there any conflicts with the sponsor’s externship dates? Can you be flexible?

• Speak with your family to avoid surprise trips/travel costs.
A Few Tips...

- Review Extern listings carefully: can search by state, major, keyword. Keep an open mind!
- Don’t expect to find the perfect listing.
- This program is not a way to apply for a job or internship with the Extern Company or Department.
How To Get The Most From Your Listings Search

Try searching by:

• Geographic locations where you might be able to do a flight stop over, stay with a relative, or the family of a Cornell friend.

• Broad key words like “environment,” “law,” “sports,” “surgery,” etc. with the wild-card symbol (*) after them. This will bring up all listings with that word in them.

• Link together two key words like, “consulting and environment, “performing and expressive arts,” or “law and bankruptcy.”
How To Get The Most From Your Listings Search

Lets practice....

http://www.career.cornell.edu/students/options/extern/
What If I Don’t Get An Externship?

This is one resource out of many....

You can develop your own externship!

Meet with a Career Advisor in your College Career Office or make an appointment in Barnes Hall.

A Staff Directory is available at:

www.career.cornell.edu
Resources & Help

www.career.cornell.edu ➔ Students ➔ Exploring Options ➔ Extern Program

• Email questions to: externprograms@cornell.edu

• Stop by during Walk-ins:
  • Mondays: Melissa from 3-4pm
  • Tuesdays: Sheri from 2-3pm

• Make an appointment in 103 Barnes Hall: (607) 255-5296