Extern Program 2015 Information Session

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The Staff

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Career-Development Model

*Understand Yourself  * Explore Options  * Take Action*

Externship Program
The Purpose of the Program

• Learn more about your field(s) of interest from people doing the work--Cornell alumni and other professionals.

• Find resources to research organizations of interest.

• Understand how to interact with professionals in the world of work.
• You will also learn about careers you may not know exist now, but would fit your skills and interests.

• Assess the fit between you and your field(s) of interest.

• 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
Student Experience

Grace Gorenstein ’15

• College/Major/Location: A&S, Econ/History, Nyack, NY
• Externships: Credit Suisse, NYC, Flexible; Citigroup, NYC, 2-3 days; Katten Muchin, NYC, Info. Interview; Willett Advisors, NYC, Info Interview
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.
Extern Program Overview & Requirements

• Sophomores, Juniors and Seniors are eligible; graduate students can apply during the Grad Round on November 7.

• Many career fields and specialties world-wide are available.

• 450-500 Externships Listed in Round 1; 300-400 Individual sponsors

• Peruse the “Externship Listings” on the Extern Web page.

• Externships occur January 2-20 (unless specified otherwise in the sponsor’s listing.)
Extern Program Overview & Requirements

• The online Checklist guides you through each step of the process and will answer many of your questions.

• 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.
Extern 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 September 15\textsuperscript{th}
– Highest variety of career fields and geographic locations
– 400-450 sponsors, globally

Round 2

– Sponsors registered by October 15\textsuperscript{th} \textbf{AND} Sponsors not completely matched in Round 1
– 250-300 sponsors, fewer international/NYC
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 January break. Are there any conflicts?

- Review Extern listings carefully: can search by state, major, keyword. Keep an open mind!
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 for quick questions, (M & W 2-3pm)

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