Cornell Extern Program

Shadow Alumni in the Workplace During Winter Break

What is an Externship?
An externship is a short-term job-shadowing experience that provides an opportunity to learn more about a career field. Cornell’s program allows sophomores, juniors, or seniors to visit Cornell alumni at their place of work during Winter Break. Through discussions with a professional who has a similar academic background, you can assess your “fit” with a particular entry-level position or organization, make connections, and begin establishing your alumni network.

Various activities determined by the sponsor—such as discussing specific jobs and careers with the host’s colleagues, observing the sponsor’s daily activities, attending meetings or tours, and sometimes completing a small project—will provide greater clarity on how an academic major relates to a given career field or job.

Externships are available in various career fields and geographic locations. See the listings at career.cornell.edu (Students…Exploring Options…Extern Program…Search Extern Listings).

Plan four to six hours to review the Extern listings, complete the online application, create a CCNet profile, and answer introduction questions for each of your listing choices. Allow additional time if you need to prepare a resume. The Cornell Career Guide provides a variety of sample resumes.

We recommend you attend a networking workshop in the fall.

Important Considerations for Applicants

Eligibility: The program is open to matriculated Cornell sophomores, juniors, and seniors.

Availability: The Extern Program takes place only during Winter Break, January 2-19, 2013. Sponsors specify the date(s) and length of externships (generally one to three days). Students must have a flexible schedule during this period in order to accommodate the sponsor’s schedule.

Placement Priorities: Placement is based on a variety of factors including sponsors’ requirements, well-written introduction essays and resume, and the number of opportunities available with any given sponsor.

Expenses: Students are responsible for paying their own expenses and for making all arrangements, including housing and transportation. Students do not receive academic credit from Cornell or pay from the sponsor.

Extern Travel Grants: A limited number of students may receive funding to cover transportation and housing expenses in designated career fields (Medicine/Health or Business/ Banking/Consulting). A separate online application must be completed by October 16, 4:00 pm, for Round 1 and by November 7, 4:00 pm, for Round 2. See Extern website for details.

Questions? Come to the information meeting, see Extern Program website, or email externprograms@cornell.edu.

Step 1 Online Application Procedures
The application instructions and externship descriptions will be available in all career offices and online at career.cornell.edu…Students…Exploring Options…Extern Program.

Part A—create a one-page resume and upload to your CCNet account.

Part B—update your CCNet profile via logo in the upper right area at career.cornell.edu. Publish your resume to the Cornell Extern Program Round 2 Resume Book.

Part C—submit information online (academic and contact information, career fields of interest, and externship choices), write personal introduction essays, and accept terms of the Extern Participation Agreement.

Step 2 Matched Externship Confirmation Procedure Details about this step will be sent to matched students.

Important Dates & Deadlines

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Round 1 Application Period; review Extern</td>
<td>September 17-October 1</td>
</tr>
<tr>
<td>website for guidelines, listings, and</td>
<td>October 1, 2013</td>
</tr>
<tr>
<td>procedures.</td>
<td>October 19 or 24</td>
</tr>
<tr>
<td>General Information Meeting; Lewis</td>
<td>October 15 (Monday)</td>
</tr>
<tr>
<td>Auditorium, Goldwin Smith Hall, 5:00-6:00 pm</td>
<td>October 17-October 29</td>
</tr>
<tr>
<td>DEADLINE: Round 1 Step 1 Online Application; see website for deadline by class.</td>
<td>DEADLINE: Round 1 Step 2; online acceptance and matched externship essays, 7:00 am.</td>
</tr>
<tr>
<td>DEADLINE: Round 1 Step 2; online acceptance and matched externship essays, 7:00 am.</td>
<td>DEADLINE: Round 2 Application Period (includes new listings and externships not filled in Round 1).</td>
</tr>
<tr>
<td>DEADLINE: Round 2 Step 1 Online Application; see website for deadline by class.</td>
<td>DEADLINE: Round 2 Step 2; online acceptance and matched externship essays, 7:00 am.</td>
</tr>
<tr>
<td>Open Round; see website for procedure and location.</td>
<td>Extern Orientation Meetings (attending one is MANDATORY for new participants); 11/14 in Room 101, Phillips Hall; 11/16 in Lewis, Goldwin Smith Hall, 5:00-6:30 pm.</td>
</tr>
<tr>
<td>Initial Contact Period; students contact sponsors to discuss dates/logistics.</td>
<td>Extern Period; students complete their assigned externships and the online evaluation.</td>
</tr>
</tbody>
</table>

career.cornell.edu externprograms@cornell.edu nfi1 10/12

University • 103 & 203 Barnes
Agriculture & Life Sciences • 140 Roberts
Architecture, Art, & Planning • 240 E. Sibley

Arts & Sciences • G55 Goldwin Smith
Engineering • 201 Carpenter
Graduate School • 325 Caldwell

Hotel • 180 Statler
Human Ecology • 172 MVR
ILR • 201 Ives