• Expect to stay the **whole meeting**.

• Rigid Procedures.

• Professional behavior is expected.
The Orientation Covers:

- Review **Purpose, Timing, and Preparation**
- **Contacting Sponsors:** Arranging Logistics
- **Learning Goals:** Research and Networking
- Professional **Expectations, Problems/Cancellation**
- Timing and **Follow-up Procedures** after Externship
Expectations of You

Represent Cornell Positively

Your actions influence the way the sponsor’s colleagues and organization view Cornell, AND

The sponsor’s further involvement with this program and support of Cornell!

You are responsible for your obligations.
Be Aware: You Are a Guest

• Sign special security measures, or liability forms.
• Turn phones OFF, no pictures w/o permission.
• Maintain confidentiality.
• **Respect** “basic rules” of the field and your Sponsor.
Expect changes to dates and activities.

In the event of a sponsor change:

• Contact the FRESH Office immediately, AND

• Follow up in writing to sponsor (copy to us) to apologize and thank them for the opportunity.
Learning Goal #1:

Assess your FIT

Learn how to articulate your interests and a deeper knowledge in the field(s) you are exploring.
Reaching Your Sponsor

Intimidated?

Don’t delay...PRACTICE!

Dedicated effort – at least TWO ATTEMPTS during first week.

Leave messages.
Guidelines: Sponsor Contact Sheet

- Please turn to Page 10, Sample sponsor Contact Info Sheet.
- Orientation + Hold Harmless = Access to Sponsor Contact Info via your Checklist.
- Name(s) of other externs.
- Gender of sponsor.
- Preferred address of sponsor.
Guidelines: Sponsor Contact Sheet

• **Email** – CAUTION when using email for First Contact. Review Netiquette.

• **Externship Length** - Specified by Sponsor. If you cannot do the length expected, see us **TONIGHT** instead of calling/negotiating with sponsor.

• **Two Sponsors** - Contact both, schedule longer externship first.
Guidelines: Sponsor Contact Sheet

• **Sponsor Schedule changes** – If changes create traveling issues, discuss with sponsor or contact us.

• **Externship canceling** - Be understanding and come see us right away for an alternate placement.

• **Other Requirements**- Medical Proof/Citizenship proof may need to be provided for certain externships. Do not forget to **bring proof with you**.
Guidelines: FRESH Program Planning Timeline

- Research, self-assessment ➔ before March 5
- Initial Phone call to sponsor ➔ March 5-14
- Follow-up Confirmation letter ➔ within 1 week of phone call
- Confirm date/directions call ➔ 1 week prior to externship
- Externship Experience ➔ Mar 29-Apr 6; May 16-30
- Thank you/Follow-up Letter ➔ within 1 week of externship
- FRESH Program evaluation ➔ Mid-April / June 7
- Follow-up contact for May ➔ April 10-15
Be Responsible – Suggest what you would like to get from externship. Prepare answers to questions by researching/using experience.

Be Outgoing – Do not force sponsor to engage you in conversation. Engage him/her.

Self-Assessment Questions – “Sell” yourself.
Key Elements in Planning Successful Externships

Requests to meet colleagues in other departments: Do NOT wait until you get to our Externship. See example page 2.

Be prepared with what you want - Lead the conversation if necessary. Demonstrate interest and sponsor will be eager to help.

Advance approval required for visitors may take weeks!
Researching Sponsor Organizations

Learning Goal #2:
• Research organizations
• Prepare appropriate questions for contacts

Preparation = Interest and Enthusiasm
Goals for the First Contact

Review the “Yellow Card Checklist.”

Plan what you will say to Voice Mail.

Speak slowly, give your name, phone, email.

Do not suggest that they call YOU back.
Be FLEXIBLE. Schedules change, especially if your sponsor wants to expose you to a particular meeting or event that was not initially included in the externship description.

Learn particulars:
- security clearance
- required forms
- first meeting place

Discuss content of externship.
Confirmation E-mail

Email summarizing:

The details of your externship, dates, time, location, first meeting, your interests and what you hope to gain from this experience.

Send while conversation is fresh in your mind.
One week before the externship begins, call to confirm dates, times, and directions.

Update your sponsor on any change in contact info or travel dates.

Check you are on their calendar.
Problems During the Externship

Unexpected problems:
It is YOUR responsibility to call sponsor immediately to say you’re not coming.
Contact Extern Programs.
Send a written letter of apology to sponsor.
Follow-Up Procedures

Send a thank-you note to sponsor within one week of externship.

You may then confirm your interest in the field.

Do not put the sponsor on the spot for future opportunities.
Follow-Up Procedures

**Resumes** may include the externship experience under “Relevant Experience.”

Be sure to accurately list the date(s), and length as one day/week.
Stay in Touch With Sponsors

• Sample of what to say after 1-2 years.
• See How to Follow-up after.
• Networking events in FRESH web Resource Center.
What Do Sponsors Look For in a Student?

• Interest and Enthusiasm
• Courtesy
• Professionalism
• Preparation
Email

• Ensure communication is a positive. Use formal language, as if speaking to your professor, boss.

• PROOF READ:

Due to his grammar mistake, Wilbur found a position. It just wasn’t the one he wanted.
Respect:

• Confidentiality
• Privacy
• Personal Space

Timeliness - Ask for schedule in advance and BE ON TIME.
Business Etiquette (Page 5)

Calling –

• Do not interrupt a call with your sponsor for call waiting.

• If in a NOISY place, CALL BACK.

• Leave productive messages.

• **Voicemail and Email signature:** Check for professionalism.

• **Wireless Etiquette** - Cell phones, iPods, tablets, are NOT appropriate in the workplace.

• **Do not Facebook/LinkedIn** without prior discussion with Sponsor.
Business Etiquette

Enjoy Yourself! - In a responsible and professional way that best represents of Cornell.

Practice - Conversations and phone calls with friends or parents. If needed, come see us for help and encouragement.
Tips and Advice

Be yourself. It gives your sponsor a better idea of where to lead you with his/her advice. Get to know your sponsor so you have things to talk about during your externship.
Procedure for Problems

Communication is key!

Call us for solutions and updates.

Discuss/Negotiate issues with your sponsor.
Cancellations

If at any time you discover that you will not be able to participate in the externship, immediately contact:

Lisa Todzia • (607)255-6399 • externprograms@cornell.edu

In addition, you are responsible for explaining yourself to your sponsor AND sending an apology note (with a copy to 203 Barnes - FRESH).
Learning Goal #3: Networking

Networking = Building relationships

See the “How To” Network webpages for subjects including identifying contacts, prepare for events, maintaining connections...tips for shy people!
Networking is NOT...

...something you do ONLY to get a JOB.

Do you FEAR the word? Don’t give it too much power: practice!
Relationship Building

• Emails and texts cannot replace face-to-face or phone!
• Find common ground through conversation.
• Energy passes between people realizing shared interests.
• Make online connections then...
  • Take it offline to help it progress.
  • Stay in touch if geographically separated.
Everyday Human Interactions

Balance time speaking and LISTENING.

• Comment in the moment, shared surroundings: bus, plane, elevator, in line at dining.

• Ask open-ended questions.

• Listen for topics to extend the conversation – I heard you mention...may I ask you to tell me more?

• Sponsor conversations: Cornell, classes, favorites, etc.
Be MEMORABLE

Stand out, in a positive way; refrain from being TOO unusual.
Be emotionally engaging, so they want to know more.
You want them to remember you, and refer you to others.
Handshakes Make First Impressions

They denote:

- Approachability
- Initial connection

What are some handshake types?
Elevator Speech = Self-Introduction

Conversation starter/Overview:

- Should be 30-60 seconds in length.
- Composed NOT as a list of every statistic or accomplishment.

Include information to determine common interests:

- Who you are.
- What you do/hope to do.
- What you are passionate about.
- How you give back to your community.

i.e. 2-3 straight forward, concise, memorable sentences, total.
Plan for Different Event Types

Engage in the process.

• Meet guest speakers before they talk.
• Perform community service.
• Attend family reunions/weddings.
• Road Trip/Spring break on the beach.
• Talk with graduate students – children/school activities.
What the FRESH Program is **NOT**: The FRESH Program is **not a job-search service**.
Confirming interest in the field...

What next?

Ask *probing* questions about the job search process.

Do not put sponsor on the spot about jobs with his/her company.
Note:

FYI Resumes: Employers check them, so they must be truthful.

Listing an externship as internship is not accurate.

Skewing the truth about being “selected” by Cornell for position is misleading.

Include Dates, not just the month of externship.

An EVALUATION FORM is required or you will lose future eligibility (can be e-mailed to you).
FRESH Program Contact Information

Program office is located in 210/203 Barnes Hall

Lisa Todzia  (607) 255-6399
externprograms@cornell.edu
Audio Recording Orientation

When you have finished listening to the recording of the orientation, followed the PowerPoint slides, and FRESH Orientation Guide, you must complete the online quiz AND come to 203 Barnes Hall to sign your Hold Harmless form (BY Monday March 10), before we will release your sponsor contact information via your checklist.

LINK TO THE QUIZ: https://cornell.qualtrics.com/SE/?SID=SV_6hwRTOUVdTpBjzD

We will review the quiz, and once you sign your hold harmless form in 210/203 Barnes, we will update your completion.