Cornell FRESH Program

Shadow Alumni in the Workplace During Spring Break

What is the FRESH Program?

An externship is a short-term job shadowing experience that provides an opportunity to learn more about a career field. The FRESH program allows freshmen to visit Cornell alumni at their workplaces for an externship during Spring Break. Through discussions with a professional, you can expand your knowledge of career options, assess your “fit” with a particular position or organization, make connections, and begin expanding your career network.

Various activities—such as observing the sponsor’s daily activities, discussing specific jobs and careers with the host’s colleagues, 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…FRESH Program…Search for FRESH listings.)

Plan two to four hours to review the FRESH listings, complete the online application, update your CCNet profile, and answer the introduction questions; allow additional time if you need to prepare a resume “from scratch.” The Cornell Career Guide provides a variety of sample resumes.

Important Considerations for Applicants

Eligibility. The program is open to matriculated Cornell freshmen from all colleges.

Availability. The FRESH Program occurs during Spring Break, March 16–24, 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 or pay from the sponsor.

Application Instructions. The FRESH web pages contain detailed information at career.cornell.edu. (Students…Exploring Options…FRESH program.) The extern sponsor listing descriptions and online application system will “go live” on January 21, 2013. Email us at externprograms@cornell.edu with questions.

Requirements for Participation

- Attend one FRESH Information Meeting, and if matched, one orientation meeting; see below for dates and times.
- Update your CCNet profile (enter through the logo at career.cornell.edu).
- Create a one-page resume, upload it to your profile, and publish it to the Cornell FRESH Program Resume Book.
- Complete the FRESH Online Application: includes demographic information and externship choices.
- Write introduction essays by answering the required questions.
- Accept terms of the FRESH Extern Participation and Hold Harmless Agreements.
- Meet deadlines and contact sponsors in a timely manner.
- Recommended: Attend Spring Networking Workshops (see CCS Events Calendar for details).

Important Dates & Deadlines

<table>
<thead>
<tr>
<th>January 21–February 4</th>
<th>Round 1: Externship listings and applications available.</th>
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<tbody>
<tr>
<td>January 23 or 25</td>
<td>Required Information Session, Location TBA, 6:00–7:30 pm.</td>
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<tr>
<td>February TBD</td>
<td>Get Started! Freshman Career Services Fair, RPCC, 4:30–6:00 pm.</td>
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<tr>
<td>February 4</td>
<td>DEADLINE—Round 1. All three application parts must be completed online by 7:00 am.</td>
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<tr>
<td>February TBD</td>
<td>Mingling… Making and Managing New Connections, Location TBA, 5:00–7:00 pm.</td>
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<tr>
<td>February 12–13</td>
<td>Extern Acknowledgment. Placements announced via your online application record.</td>
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<tr>
<td>February 15</td>
<td>Open Round. See website for details. 203 Barnes Hall, 1:00–4:30 pm.</td>
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<td>February 20</td>
<td>MANDATORY Orientation, Location TBA, 6:00–7:30 pm.</td>
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<td>OR</td>
<td>MANDATORY Orientation, Location TBA, 6:00–7:30 pm.</td>
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<td>February 22</td>
<td>Contact Period. Students contact sponsors to discuss dates and logistics of externships.</td>
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<td>February 25–March 4</td>
<td>Externship visits take place.</td>
</tr>
<tr>
<td>March 16–24, Spring Break</td>
<td>Externship visits take place.</td>
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</tbody>
</table>

career.cornell.edu externprograms@cornell.edu

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 • 350 Caldwell
Human Ecology • 172 MVR
Industrial & Labor Relations • 201 Ives

Hotel • 180 Statler

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