Extern Program 2015 Information Session
Graduate Student Round

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The Staff

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This session is REQUIRED!!

Be sure to listen and note on a separate sheet of paper all of the key phrases and the code word stated in the audio recording. You will need this information to complete the quiz in your Checklist!
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 non-academic positions.
• 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.

• **NOT** a back door into employment with the Extern company or department or connections.
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

This is an informational interview only; most probably a phone interview. Our organization provides two services for its clients: project management as the owner's representative to relocate companies, including lease negotiation, project team formation, furniture inventory, RFP writing, budget and schedule control, and construction management through move in; and consulting services to various facility and administrative departments of corporations, including operations analysis and reviews of all back office areas, total quality management programs, and disaster planning and management.
Typically the extern will work on marketing materials, organizing the image library, and help on competitions (if office is working on one during externship). Externs with skills may sometimes help with design alternatives, model making, etc. Proposed schedule: - Company meeting to discuss workload, ongoing projects. - Office tour/introductions - Work on specified task(s) - Try to get extern to a project site, client meeting, or see built work during their stay.
Extern Program Overview & Requirements

• Graduate Round will take place 11/12/14 @1pm -11/17/14.

• 305 externship listings available with many career fields and specialties world-wide represented.

• Read through “Graduate Student Round” and “Program Specifics” pages to make sure you understand the parameters of the program:

  www.career.cornell.edu → Students → Exploring Options → Extern Program → Graduate Student Round.

Click on “Program Specifics” in the tan box on the right.
Extern Program Overview & Requirements

• Must meet any sponsor requirements in listings.

• You must arrange and pay for travel.

• 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.
Placement into externships will be automatic on a first-come-first-served basis if you meet requirements and it is still available.

You will have the option of selecting up to two externship matches; as long as they are not two long externships in the same month.
Extern Program Overview & Requirements

- Required to complete and pass the online Externship Orientation session and quiz to view sponsor contact information.

- Externships occur January 2-20 (unless specified otherwise in the sponsor’s listing.)
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.

• Note: This round won’t be offered next year if you don’t follow through!

• Complete the required online evaluation form.
A Couple of 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?
How To Get The Most From Your Listings Search

• The key is to open yourself up to the variety of possibilities and broaden your thinking.

• Don’t let location restrict you!

• Try searching by college, a major that is close to your area of study, or a career category that might include your interest.
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,” “design,” “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....

What are you interested in doing? What career field would you like to explore?
What If I Don’t Get An Externship?

This is one resource out of many....

You can develop your own externship!

Where to Get Help With Your Career:

http://www.career.cornell.edu/students/grad/help.cfm
Resources for Help with the Externship Program

www.career.cornell.edu → Students → Exploring Options → Extern Program → Graduate Student Round

- 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

Next Steps: Create a Checklist for yourself in the Externship website in order to complete the quiz associated with this workshop.