

Job-Shadowing Programs

Cornell Career Services

Visit Alumni in the Workplace During Winter/Spring Breaks

What Is an Externship?

An externship is a short-term job-shadowing experience that allows students to learn more about a career field of interest. Through discussions with a professional, students can assess their “fit” with a particular position or organization, make connections, and begin establishing an alumni network. Cornell’s Extern Programs match students with alumni for visits at their places of work during academic breaks.

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

Externships are available in various career fields and geographic locations. See reverse for a partial listing of recent sponsors.

Interested students should attend an information meetings in September (Winter Extern) or January (FRESH).

Important Considerations for Applicants

Availability. Externs are expected to accommodate the sponsor’s schedule, and have a **flexible schedule** during the break that allows completion of the stated externship length (specified by the sponsor, generally one to three days).

Placement Priorities. Placement is based on a variety of factors including sponsors’ requirements, and well-written introduction essays and resume.

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 compensation from the sponsor.

Winter Extern Travel Grants. A limited number of students may receive funding to cover transportation and housing expenses in designated career fields. See the Extern Program website for details and application instructions.

Application Instructions. See detailed Extern and FRESH application information at career.cornell.edu. The Winter Extern sponsor listing descriptions and online application system will be activated in mid-September. The FRESH sponsor listing descriptions and online application system are available in late January.

Requirements for Participation in Either Program:

- Create or update your CCNet career profile (login using the CCNet logo at career.cornell.edu).
- Create a one-page resume (see samples in the *Career Guide*), upload to your CCNet account, and publish it to the Cornell Extern or FRESH Program Resume Book in CCNet.
- Complete the Extern/FRESH Online Application - includes demographic information, externship choices, and a set of introductory questions. These questions serve to introduce you to the alumni sponsor.
- Accept terms of the Extern/FRESH Participation and Hold Harmless Agreements.
- Meet deadlines and contact sponsors in a timely manner.

Requirements Specific to the:

Winter Extern Program

- The Program is open to matriculated sophomores, juniors, and seniors from all colleges.
- Winter externships occur January 2-19, 2013. Most externships last from one to seven days, specified by the sponsor.
- Students submit a set of the introductory questions for each listing. These responses explain to the sponsor how their interests are a good fit for the externship, and articulate the students goals for the experience.

Spring FRESH Program

- The Program is open to matriculated freshmen from all colleges. Spring transfers and Winter athletes will be considered during Open Round only.
- Students are required to attend one of the FRESH Information and Registration meetings before they apply.
- FRESH externships occur March 16-24, 2013.
- Students submit one set of introductory questions.

career.cornell.edu

externprograms@cornell.edu

nfi4/12

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 • 350 Caldwell

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

Extern/FRESH Student Comments

"I now have a firm image of what I want to do as a career. This was the best learning experience Cornell has offered me so far."

"I didn't think I would find out that much in just one day. I'm really glad I did the externship, and look forward to doing another one."

"I cannot stress how great my externship was. My sponsor offered invaluable advice. He even encouraged me to contact him in the future for whatever questions or concerns I may have involving not only med school but these four years and anything else."

"My sponsor introduced me to careers I previously knew very little about, but now want to pursue. My externship was an eye-opener."

"This experience is something every college student should have before they choose a career. It solidified my own desire to become a pediatrician. And now I have a new role model."

"Prior to the externship, I had my own ideas of what daily activities were in the field of law; this day clarified the role of a lawyer. Being in an actual legal environment helped confirm my desire to pursue a legal career."

"I gained a sense of accomplishment and confidence. It helped me visualize myself being in the workplace."

"I had the opportunity to observe the doctor while with patients, to see how they run their lab, and see how the pharmacy is set up. I also learned about social issues such as Medicare and the problems with healthcare costs. It was a very valuable experience!"

"It showed me that there are so many aspects to a business and a person could major in just about anything and get a decent job."

"My externship was sensational! I met new and old editors, wrote book reports rejecting or accepting new manuscripts, attended an art department meeting and a meeting discussing a jacket cover. I also saw the editing of a bilingual book, and realized how important foreign language skills are in the publishing industry."

Extern/FRESH Sponsor Comments

"I think it is a great merit of the extern program that the student observes a typical work experience, rather than being subjected to a canned presentation or specially organized show."

"My extern learned about many intangibles – the work environment, company philosophy, and where the company fits in the overall banking industry – and thus will have broader questions and more concerns when evaluating job opportunities."

"The opportunity to provide realistic information about my field was a very positive experience. Colleague interest was also surprising. The chance to give bright young students career information is more than worth the time and effort required."

Our FRESH extern was so terrific we invited her to apply for a summer job

I am in awe at the maturity of the students...even the freshmen. They come prepared, are very serious, and spend time with me talking about real world situations they may face.

Partial Listing of Previous Sponsors

(from 537 Extern Sponsors in January 2010 and 287 FRESH Sponsors in March 2010)

Advertising /PR

Blister
Merck & Co., Inc
OgilvyOne Worldwide
Publicis
The Edelman Group

Ag & Food Technology

Dairyale Cooperative Inc.
Kraft Foods
Unilever Foods

Apparel Design/Fashion

Bonnie Young
Magaschoni

Architecture

HOK
Vertical Access
Wallace, Roberts & Todd
Weiss/Manfredi Architects

Banking, Finance, Business

Ameriprise Financial Svc.
Bank of America Securities
BlackRock Advisors
Citigroup
Cohen & Steers Cap Mgmt
Credit Suisse
First Analysis
Goldman Sachs
Hess Corporation
ING Investment Mgmt
JP Morgan Chase
Levin Energy Advisors
Morgan Stanley
Sony Corp. of America
Susquehanna Int'l Group
TD Ameritrade
The Bank of New York
The Nasdaq Stock Market
Thesis Capital Management
White Oak Global Advisors

Broadcasting & Film

CBS News
Cinematography, TV
CNBC/NBC Universal
NESN
Toy Closet Films
WNBC-TV

City & Regional Planning

Baltimore Planning Dept
Bergen County
Saccardi & Schiff, Inc.

Clin Psych/Counseling

Irvine Regional
Hospital/Medical Ctr
Nat'l Family Resiliency Ctr
Nordoff-Robbins Ctr-Music
Therapy
S.Shore Mental Health Ctr.
Sutter Counseling Ctr

Communications

Alexandria Office on Women
Public Health Mgmt Corp
Oneida Indian Nation

Computers & Info Tech

Amazon.com
Bank of America
Bertelsmann, Inc.
NYC Housing Authority
Oracle USA

Consulting

Booz Allen Hamilton
Deloitte Consulting
Oliver Wyman Financial
PL Developments
PricewaterhouseCoopers

Education Admin/Teaching

Bethlehem Preschool
Manhattan Country School

Engineering

Cisco Systems
Motorola
Procter and Gamble
Siemens Healthcare
URS Corporation

Fine Arts & Design

L.A. Weekly
Metropolitan Museum of Art
Polo Ralph Lauren

Government

CA Dept Corrections/Rehab
CA Dept of Transportation
City of Topeka
Legislative/Policy Consultant
Mayor's Office, Orlando
New York State Assembly
U.S. Congress

Health Care

Affinity Health Plan
Center for Disease Control
Children's Health Fund
ElderWood Senior Care
McKesson Corporation
Memorial Sloan-Kettering
PA Department of Health

Hospitality

Gettys
Mr. Stox Restaurant
Yellowstone Club

Human Resources

ARAMARK
Ernst & Young
Siemens Corp
Westfield Corp

International Affairs

Institute Inclusive Security
Nat Endowment for Democ

Law

Bienstock & Donnelly
Bingham McCutchen
Bronx Co. DA's Office
Cardozo Law School
Ernst & Young
Gordon & Schaal
Hunton & Williams
Lewis & Munday
Medtronic Minimed
Morgan Lewis & Bockius
Motorola, Inc.
MSG Entertainment
New Jersey Superior Court
NY State Supreme Court
Pierce Law Group
Queens Legal Aid Society
17th Judicial Circuit of FL
St. John's Univ. Law School
Stroock & Stroock & Lavan
Sullivan & Worcester
Thompson Hine
U.S. Dept of Justice
U.S. House of Representatives
Weil, Gotshal & Manges

Management

Cintas Corporation
Johnson & Johnson
Pepsi Bottling Group

Marketing & Sales

Google
Harris Interactive
Hudson Medical Commun.
L'Oreal/Matrix
MTV Networks
National Aquarium
Oxygen Media
People Magazine
Rich Products Corporation
RTI-DFD Market Research

Medicine & Med Research

Albert Einstein at Jacobi
Beth Israel Medical Ctr
Cleveland Clinic Foundation
College of Podiatric Med
Hospital for Special Surgery
Indiana Sch of Med
Johns Hopkins Sch of Med
L.A. Bariatric Center
Mailman Sch of Pub Health
Mass General Hospital
Miami Hand Center
Montefiore Medical Center
Mt. Sinai School of Med
NEPA Plastic Surgery Assoc
Neurology Center of Fairfax
NY Presbyterian Hospital
North Shore Univ Hospital
NY Methodist Hospital
NYU Hosp - Joint Diseases
Pfizer Pharmaceuticals
Private Practices—Many
Specialties & Fields
Prospect Hill Comm Hlth Ctr
Rochester General Hospital
Santa Monica Neurological
St. Luke's Roosevelt Hosp
SUNY Upstate Med Ctr
The Rockefeller University
TLC Pediatrics of Frisco
UCLA School of Medicine
UPenn Sch of Medicine
U of South FL Med Coll
UConn School of Medicine
Univ Hospitals of Cleveland
Weill Cornell Medical

Museums & Galleries

Boston Museum of Science
Orlando Museum of Art
Smithsonian American Art
The Jewish Museum

Natural Resources

Envir Protection Agency
New York State DEC
Olympic National Park
Town of Hempstead
USDA

Nonprofit

American Lung Association
Asian American Federation
Avon Walk for Breast Cancer
Cornell Cooperative Ext.
ORBIS International
Robin Hood Foundation
Sanctuary for Families

Nutrition

Cornell Wellness Program
Ctr for Sci - Public Interest
Food Bank of Central NY
Sensible Nutrition, Inc.

Performing Arts

AppleFig Productions, LLC
Bradstunes Music
Playwright/Screenwriter

Publishing & Journalism

Associated Press
Bloomberg Television
Family Circle Magazine
Harper Collins Publishers
Houghton Mifflin Co.
NBC News
Penguin Group USA
Sports Illustrated
The New York Times

Veterinary Medicine

Avian & Exotic Animal
Binghamton Zoo
National Institutes of Health
Noah's Ark Pet Clinic