Introductions
- Introduce yourself (where you are from, college, major).
- Discuss your career interests; work, volunteer or leadership experience.
- Discuss your questions and goals for the externship.
- Confirm your e-mail address, phone number(s), and best times/days to reach you, and what dates you will leave campus/be in their location.

Logistics
- Determine date(s) for externship.
- Discuss professional environment expectations.
- Workday (time to arrive and leave).
- Appropriate dress and appearance, including acceptance of body piercing, unusual hair styles or color.
- Lunch options/arrangements.
- Confidentiality, liability, background check, proof of citizenship/vaccinations, other forms to sign, etc.
- Directions to externship site (routes, trains, buses, etc.).
- When/where to meet, how to recognize each other.
- Special arrangements (parking, security checks, housing [if offered to student], etc.).

Inquire re: activities/plan or agenda for the externship
- Meetings or activities:
  - Information interviews with:
  - Other departments: ________
  - Other Cornellians in the firm
  - Entry-level employees
  - Tour of the organization
  - Short career-related project or research topic
  - Other (e.g., observe surgery; attend press conference; visit Stock Exchange, etc.)

Agree on preparation expected of student
- Prepare several well thought-out questions.
- Read company info, review Web site(s), research the career field, learn about products/clients, etc.
- Other sources of information: ________

Agree on follow-up and next steps
- Student to call on (date) ______________ to confirm participation and discuss agenda.
- Sponsor to send written agenda to student.
- Sponsor to send company info, other information to student.
- Other ________________

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