

SPONSOR REGISTRATION FORM—DEADLINE: JANUARY 12, 2009

**CORNELL FRESH PROGRAM – MARCH 2009**

203 BARNES HALL - ITHACA, NY 14853-1601

Please complete our on-line FRESH registration form at  
<http://www.career.cornell.edu/alumni/volunteerOpportunities/jobShadowing.html>  
OR mail or fax (607/255-3060) both sides of this form to us.

Name \_\_\_\_\_ Class Year(s) \_\_\_\_\_ Gender M F  
College \_\_\_\_\_ Major(s) \_\_\_\_\_

- Yes, I am available for the FRESH Program, March 2009.  
 Yes, I am available for March 2009 and would also like to consider the Extern Program in January 2010.  
 No, I am not available March 2009, please try me again for:  January 2010  March 2010

**Business Information (or attach business card)**

Organization \_\_\_\_\_ Title \_\_\_\_\_  
Business Address \_\_\_\_\_ Floor/Suite \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_  
Web site (company) \_\_\_\_\_ Division/ dept/ project url \_\_\_\_\_  
Career Field: \_\_\_\_\_

**Home Address** \_\_\_\_\_ Telephone \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Home E-mail \_\_\_\_\_

Does your email accept large attachments? We will send the student extern materials as PDFs to your business email.

If you cannot receive such attachments at your business email, please indicate how you wish to receive the

information:  Fax  Email PDF attachment to alternate email address: \_\_\_\_\_

Preferred address for Extern Program correspondence (via snail mail):  Business  Home

Preferred method for direct student contact (check all that apply):

Business Phone  Business E-mail  Cell Phone  Home Phone  Home E-mail

Best time to reach you (check all that apply):  Morning  Mid-day  Afternoon  Evening  
 Weekday  After \_\_\_\_\_ a.m.  Before p.m.  
 Weekend  Other \_\_\_\_\_

**EXTERNSHIP INFORMATION**

I will host a student extern between March 14 and 21, 2009 for:

1 day  1-2 days  2 days  Flexible  Other: \_\_\_\_\_

Informational Interview Only (circle one: phone, in-person, or either)

I would like to host:  1 student  2 students  3 students  Other: \_\_\_\_\_

The student will call during the last week of February to arrange a specific date for the externship. If you know specific dates for the externship at this time, please indicate: \_\_\_\_\_.

## EXTERNSHIP DESCRIPTION

Your responses to questions 1-3 will be provided to students to assist them in selecting and applying for externships.

1. Briefly describe your position responsibilities, company, and division to help students understand what you do (attach sheet if necessary).

2. Describe a potential schedule for externship activities in your organization, please be as specific as possible. For questions or assistance in developing an externship, or to request sample externship descriptions, contact Nancy Law phone: 607 / 255-9046 or email: NFL1@cornell.edu.

3. Please list resources that may help students research your organization (or enclose company literature):

### SPONSOR REQUIREMENTS AND PREFERENCES

Students select externships based on requirements and preferences stated by the sponsor as well as a variety of personal interests (exploration of or refining interests within a career field and assessing "fit" with the organization, etc.). To ensure that the student who is placed with you meets your expectations, specify any requirements and preferences below.

	<u>Required</u>	<u>Preferred (but not required)</u>
College _____	<input type="checkbox"/>	<input type="checkbox"/>
Major _____	<input type="checkbox"/>	<input type="checkbox"/>
US Citizen _____	<input type="checkbox"/>	<input type="checkbox"/>
Other _____	<input type="checkbox"/>	<input type="checkbox"/>

### LOCATION INFORMATION (optional)

To assist students in selecting externships, please describe (as applicable) proximity to nearby cities, travel constraints, reasonable accommodations, etc.

### ACCOMMODATIONS (optional)

Travel, lodging, and meal expense are the responsibility of the student and, therefore, make the cost of the Extern Program prohibitive for some students. If you are able to house the student(s), please check here.

Yes, I may be able to provide housing for the student(s) placed with me.

*Thank you for your time and interest.  
If you have any questions, please email Nancy Law at [externprograms@cornell.edu](mailto:externprograms@cornell.edu).*