



Extern Program General Information Spring Break 2012

We are pleased that you are interested in the Extern Program. This program enables you to explore career options by allowing a **firsthand glimpse** into a career field of interest. As an extern, you will have the opportunity to **shadow** alumni/ae in their place of work. Externs observe and talk with sponsors and their colleagues. In most cases, you will participate in the normal routines of the sponsor, following your host throughout the workday and/or working on special projects.

The Extern Program is a volunteer program. **You are responsible for your own transportation and lodgings.** However, in some instances, housing may be provided by the sponsor.

- **THE PROGRAM IS FOR SOPHOMORES, JUNIORS AND SENIORS.**
- When you sign up for your externship, you are making a **COMMITMENT** to follow through with the externship. Think about your ability to commit to the time, duration and location of the externship. Explore this before you sign up.
- During Selection Week, you will meet with a counselor from Career Development to discuss your interest and preferences for an externship; at that time you will receive your extern assignment.
- In order to participate in the program, all externs must sign a **release form**, which needs to be completed at the selection meeting.
- Final approval of extern assignments is done **IN CONSULTATION WITH THE DEANS.**
- In order to participate in the program, all externs, even those who have previously participated, **must** attend an Extern Orientation on **Feb. 16 at BMC OR on Feb. 21 at HC.**
- For students with disabilities or special health needs, if there are special needs which require accommodation(s) in your assignment, please contact Amy M. Feifer at 610-896-1181 by Jan. 24.

CHECKLIST OF DATES FOR EXTERN PROGRAM

For Priority Selection	All students are eligible for Priority Selection. Priority Selection will have first choice of Extern opportunities based on the order applications are submitted.
Jan 17 - Jan 25	Review Extern Offerings in CDO, Download & Complete Application Form
Jan 25 8:00 am – 11:59 pm	Submit Application Form for priority selection – schedules will be set based on the order that applications are received. Application Form MUST include extern sponsor preference(s) in order for application to be processed.
Jan. 26	Receive e-mail from CDO notifying you of your scheduled selection meeting. Contact CDO after 4pm if you do not receive the email notification.
Jan. 31 and 31	Scheduled Selection Meetings in CDO offices
Feb 16 or Feb 21	Attend required Extern Orientation

For Open Selection	
Jan 17 – Feb 1	Review Extern Offerings in CDO, Download & Complete Application Form
Jan 26 – Feb 1	Submit Application Form. Application Form must include extern sponsor preference(s) in order for application to be processed.
Feb 1	Open Selection Meetings in CDO offices – first come/first served basis
Feb 16 or Feb 21	Attend required Extern Orientation