2017 EXTERN PROGRAM – SPRING BREAK
APPLICATION INSTRUCTIONS

WHAT IS THIS PROGRAM?

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 job 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 in some instances, working on special projects.

Most of the extern sponsors are alumni/ae; there are some parents and friends of the College who also serve as hosts.

WHEN DOES THE PROGRAM TAKE PLACE?

The Extern Program takes place over Winter Break and Spring Break. There are two separate application cycles for the winter and spring programs.

The information included here is for the Extern Program Spring Break. The spring break program takes place between March 6 – 10, 2017, depending on the availability of the sponsor.

IMPORTANT DETAILS ABOUT THE PROGRAM – ELIGIBILITY, EXPENSES, AND MORE

- You are responsible for your own expenses, which include transportation, meals and housing. In some instances, housing may be provided by the sponsor, which is indicated on their sponsor description form. BEFORE YOU APPLY, FIGURE OUT WHAT YOUR OVERALL EXPENSES WILL BE TO DO THE EXPERIENCE, WITH THE BIGGEST COST BEING TRANSPORTATION AND HOUSING.

- THE SPRING BREAK PROGRAM IS FOR SOPHOMORES, JUNIORS AND SENIORS, AND AS A PILOT PROGRAM, FIRST YEAR STUDENTS CAN ALSO APPLY THIS YEAR.

- When you apply 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 your externship choices. Explore and confirm this before you apply.

- In order to participate in the program, all externs must sign a release form, which needs to be completed at the required orientation.

- Final approval of extern assignments is done in consultation with the Deans.

HOW TO APPLY FOR THE EXTERN PROGRAM

1. Read through ALL the directions carefully before making an application.

2. Review the extern sponsor offerings to learn what specific opportunities in which you are interested in participating.
The extern sponsor descriptions summaries are found online in LanternLink (BMC) and in CareerConnect (HC). Search for the employer “Bi-Co Extern Program”, and click on the job “Spring Break Extern Program 17 – you will see the PDF at the top of the job description. Also the detailed sponsor sheets are located in each office. BMC Campus Center 202 and HC Stokes 300.

Look at ALL the details completed by the sponsor. Pay special attention to:
- the **timing** of the externship - are you available the week(s) that the sponsor indicated?
- the section for **special qualifications** – has the sponsor restricted the experience by class year, school, or other qualification?

3. **By applying to the Extern Program, you are making a COMMITMENT to participate in the Program.** The Office will be making the matches, trying our best to give you one of your top 6 choices, but it might not be possible in all cases. Since this is an exploration program, you need to be flexible.

   By submitting an application, you are committing to participate in this exploration program. **Once you are assigned an externship, participation is MANDATORY.** Not following through can be considered a breach of the Honor Code, and you can lose your privilege to participate in future Extern Programs. Consider your choices carefully.

4. Start early to work on your application. Late applications will not be accepted. **Applications need to be submitted by Thursday, January 26 by 11:59 pm.** Due to the high volume of applications, CCPA/CPD cannot provide last minute assistance.

5. Submit an **ESSAY up to 500 words** and **RESUME** in our online system, using your account in LanternLink for BMC or CareerConnect for HC.

   The essay should answer the following questions:
   a. Why are you interested in doing an externship?
   b. What do you hope to gain from the experience?
   c. How will you make the most out of the experience?

   **At the top of each page of your essay, you MUST include your name, school, year, and email.**

   **Note:** If you receive an extern match, your sponsor will receive a copy of your essay and resume.

6. In some cases, interviews may be necessary for the match. You will be notified if an interview is necessary.

7. Extern matches are made in consultation with the Deans.

8. At the **required Extern Orientation**, you need to complete two questions to finalize your application for your assigned sponsor, immediately after you receive your match. This will be sent to your sponsor along with your original application materials. This must be completed at the Orientation.

   **HOW DO I LEARN ABOUT MY EXTERN MATCH AND NEXT STEPS:**

   By February 3, you will receive an email letting you know if you have been matched. We will do our best to try to give you one of your top 6 choices, but it might not be possible in all cases. Since this is an exploration program, you need to be flexible.
The Extern Program is competitive, although we strive to match as many students as possible. If you do not receive a match one year, that will be taken into consideration the next year.

You will find out about your specific match at the REQUIRED Orientation. If you receive a match, it is required that you attend one of the scheduled Orientations, where you will:
- receive the name and contact information of your extern sponsor,
- complete the final part of the application, and
- learn about important information on how to make the most of the experience and what your sponsor will expect.

You MUST attend one of the required orientations at your home school.

For BMC Students:
February 6 at 12:00 p.m. in Dorothy Vernon Room
February 6 at 4:00 p.m. in Campus Center 200

For HC Students
February 6 at 4:00 p.m. in Chase Auditorium
February 6 at 6:00 p.m. in Bryn Mawr Room, Dining Center

**STEPS FOR SUBMITTING YOUR APPLICATION**

You MUST apply using these online procedures. The application process requires three steps.

1. **Step One:** Complete the online form at:
   - For Bryn Mawr students:  
     https://brynmawr.qualtrics.com/SE/?SID=SV_cByoWIYEcqmzMQB
   - For Haverford students:  
     http://forms.haverford.edu/view.php?id=31303
   
   By January 26, you must complete the online extern application form, which includes contact info and career interests. You will also be prompted to select up to 6 externship choices with details about the sponsor and your plans for housing. Selecting a site in the application is a commitment to participate in that site if matched.

2. **Step Two:** Upload your Application Documents to:
   - LanternLink (BMC) https://brynmawr-csm.symplicity.com/students/  or
   - CareerConnect (HC) https://haverford-csm.symplicity.com/students/
   
   By January 26, upload your essay and resume to your account in our online system. You do this at the My Document tab ➔ “Add New” ➔ for your resume, create the label (name the resume: YOURCOLLEGEUSERNAMEspring17resume) ➔ click browse ➔ choose your file and click Submit ➔ for your essay, create the label (name the essay: YOURCOLLEGEUSERNAMEspring17essay) ➔ click Browse ➔ choose your file and click Submit

   Before uploading your documents, save your documents using these names:
   YOURCOLLEGEUSERNAMEspring17resume
   YOURCOLLEGEUSERNAMEspring17essay

   Example: ASMITHspring17resume and ASMITHspring17essay
3. **Step Three:** Apply to the Extern Posting by Submitting Documents

Instructions to apply:

**For BMC students:** In LanternLink, find the employer “Bi-Co Extern Program,” and click on the job “Bryn Mawr Spring Break Extern Program 17”

**For HC students:** In CareerConnect, find the employer “Bi-Co Extern Program,” and click on the job “Haverford Spring Break Extern Program 17”

**READ THE JOB DESCRIPTION** as an important reminder about your participation in the Extern Program.

At the right side of the job listing, you will find the **Apply** button; click on the Apply button.

**Select both your resume and essay**, and click **Submit** to successfully complete your application for the Program.

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**OVERVIEW OF STEPS**

1. Review extern opportunities in the PDF summary document or in the office to locate your specific choices. The PDF is found in LanternLink (BMC) and in CareerConnect (HC) under the employer “Bi-Co Extern Program”, and click on the job “Spring Break Extern Program 17.”

2. Confirm your ability to participate in the Program.

3. Complete the online extern application form in Step One.

4. Log into our online system – LanternLink (BMC) / CareerConnect (HC).

5. UPLOAD your resume and essay into the online system and THEN APPLY.

6. Both the online form and documents must be submitted by Thursday, January 26. **NO EXCEPTIONS.** If you are missing any step in the process, your application will be considered incomplete.

7. **Questions:**

   BMC Students - contact BMC Career and Professional Development, 610-526-5174, Campus Center, 202

   HC Students – contact HC Center for Career and Professional Advising, 610-896-1181, Stokes 300