NOW THAT I HAVE BEEN ASSIGNED AN EXTERN, WHAT HAPPENS NEXT?
It is the student’s responsibility to contact you to decide on the specific dates and times you will spend together. We have instructed students to make their initial contact by phone call so you should expect to hear from them via telephone. You should provide an itinerary, directions and guidelines for appropriate dress, as well as discuss housing arrangements (if applicable). You may contact your student first if you wish. Student contact information should be on the attached resume.

This initial contact is also a time for the student to give you an indication of what he or she is interested in observing and gaining from the experience.

If the student fails to contact you by the second week in December, please call Melissa Schultz in Career Services to help expedite the connection process.

HOW WAS MY EXTERNSHIP ASSIGNMENT MADE?
Students were provided with a booklet describing all the available Externships. They filled out an application listing their top Externship choices. They were also required to submit a resume and an essay explaining what they hope to gain from the Externship experience, and how it would help in the career exploration process. Career Services then performed the matching process using the information provided by students as well as the specific criteria outlined by each Externship host. Student class year and involvement in the Gateway Program were also factors considered.

HOW STRUCTURED SHOULD THIS EXPERIENCE BE?
This depends on the host and the student. Some of our alumni and parent hosts have sponsored Externs previously and will have the days planned with meetings, interviews and projects. Other hosts may not have hosted an Extern before so will may rely heavily on student input. Because the students are also responsible for making this Externship successful, they should clearly communicate their interests and expectations to you.

Additional resources for coordinating your Externship activities can be found at http://careerservices.lafayette.edu/students/experiential-learning/externship-program/externship-info-hosts/planning/

If you have questions about what kinds of activities to include in your Externship, please contact Melissa Schultz in Career Services at 610-330-5115.
WHAT ARE MY RIGHTS AND RESPONSIBILITIES?
You have the right not to answer any questions or requests you feel are inappropriate or confidential. You also have the right to address with the student any behavior that is unacceptable in your workplace.

You have the responsibility to spend time with the student, or arrange for the student to meet with someone else or work on a project throughout most of the day. It is not the host’s responsibility to entertain the student but we ask that you minimize idle time as best you can. It is not your responsibility to guess what will be most interesting to the student. Students should share with you their specific areas of interest to help in your planning. Students have been instructed on appropriate workplace etiquette and have been advised to perform research on your employer prior to the Externship.

WHAT IF I NEED TO CANCEL MY EXTERNSHIP?
If some unforeseen event occurs that requires you to cancel your Externship, notify your student immediately. Please also contact Melissa Schultz in Career Services as soon as possible at 610-330-5115 or schultma@lafayette.edu. Hopefully you and the student are able to reschedule the Externship at a mutually convenient time.

HOW CAN I PROVIDE FEEDBACK ON THE EXTERNSHIP PROGRAM?
You can contact Melissa Schultz at any time with comments or questions. You will be requested to complete a formal evaluation at the end of January in order to solicit your opinions on the experience. These evaluations are used in the overall program assessment. We strive to make this program a positive experience for all students and hosts involved.

WHAT HAPPENS AFTER THE EXTERNSHIP IS COMPLETED?
It is our sincere hope that the Externship experience is a positive one for you. All hosts will be contacted in late July to assess interest in the next year’s program. Some hosts and students part ways and do not stay in touch, but many stay connected for months or even years after the Externship. If the experience is a positive one, your student may inquire about the potential for internships or full-time jobs at your organization. We have seen many Externships blossom into longer-term opportunities, although that is certainly not a requirement of the program.

If you enjoyed spending time helping a Lafayette student explore careers, Career Services provides many other opportunities to do so. It can be as simple as being listed as a resource for informational interviews or as personal as serving on an alumni panel on campus or offering an internship. Melissa Schultz will be happy to discuss these and many other ways with you.

Thank you again for participating in the Lafayette College Externship Program. Your willingness to share your expertise with students is appreciated by both the students and Career Services staff.

Additional information can be obtained from the Externship pages on the Career Services website at http://tinyurl.com/externhost
Any questions or concerns should be directed to Melissa Schultz at 610-330-5115
or via email at schultma@lafayette.edu.