2016 EXTERNSHIP PROGRAM

HOW CAN I APPLY FOR AN EXTERNSHIP?

Carefully read ALL Externship descriptions on the following pages, which are arranged by occupational group. Don’t limit yourself to one category. For example, if you are an engineering student, don’t look only within “Engineering” because you may find an Externship in “Consulting” or “Technology” that is intriguing to you. The major of each Externship host is listed so you can see the wide variety of career paths that exist for each major.

APPLICATION REQUIREMENTS (Follow the detailed application procedures outlined on the last page of this booklet):

1. Online Application (where you will select up to six Externship choices)
2. Resume (which will be forwarded to your host if you are matched with an Externship)
3. 500 word original essay answering the following questions:
   - Why are you interested in doing an Externship?
   - What do you hope to gain from the experience?
   - How do you plan to prepare for and make the most of your Externship?

ESSAY MAY NOT CONTAIN ANY PORTIONS OF A PREVIOUS ESSAY SUBMITTED FOR THE PROGRAM IN PRIOR YEARS. This is considered a violation of Academic Integrity as defined in the Student Handbook.

Submit your application, essay, and resume to Career Services (see instructions Steps 1-3 on reverse) by THURSDAY, OCTOBER 29th at 5pm. You must have all three items. DO NOT PROCRASTINATE. In some cases, an interview will be necessary during the matching process. We will contact you for an interview, if necessary. Interviews will occur the week of November 2nd or 9th.

WHAT HAPPENS NEXT?

By November 17th, you will receive an email indicating if you have been matched. Please note that we do our best to give you one of your top six choices. If you receive an Externship, you are required to attend one of the Orientation Meetings. Orientation Meetings will be held at 12:15PM and 4:30PM on WEDNESDAY, NOVEMBER 18th and THURSDAY, NOVEMBER 19th (all meetings will take place in 224 Oechsle Hall). At this session, you will receive the name and contact information for your host, as well as valuable advice on how to make the most of your Externship. Please note: Applying for an Externship means that you are making a commitment to this experience. Once assigned to an Externship, participation is mandatory.

ADDITIONAL QUESTIONS?

Call Career Services (610-330-5115) or visit the Externship pages of the Career Services website at: http://careerservices.lafayette.edu/students/gain-experience/extern/.

Attend “The Externship Process Made Easy” workshop on Wednesday, October 21st at either 12:15 or 4:15 in 224 Oechsle Hall. If you’re unable to attend, please view our webinar at http://bitly.com/lcexternwebshop (URL is case-sensitive).

REMEMBER: SUBMIT ALL APPLICATION MATERIALS ON OR BEFORE THURSDAY, OCTOBER 29th AT 5PM.

IMPORTANT: Applications missing one of the steps will be considered incomplete and therefore, will not be accepted.

2016 EXTERNSHIP TIMELINE

สะดวก OCTOBER 2015
   Attend The Externship Process Made Easy workshop on October 21st (not required).
   Submit application via Qualtrics form AND submit essay & resume via CareerSpot no later than 5PM on Oct. 29th.

orough NOVEMBER 2015
   If an interview is necessary, students will be notified.
   Students matched are notified via email by November 17th.
   Mandatory Orientation will be held November 18th and 19th at 12:15 and 4:30PM in 224 Oechsle (must attend one).
   Hosts receive names and application materials of matched students.
   Financial assistance applications are due to Alumni Relations Office (Pfenning Alumni Center) in late November (date TBA).

 boycott DECEMBER 2015
   Contact hosts to discuss Externship details.
   Submit call response form to Career Services by December 9th.
   Students are notified of financial assistance award by mid-December (date TBA).
   Students and hosts continue communications.
2016 EXTERNSHIP TIMELINE CONTINUED

**JANUARY 2016**
- Externships take place during the weeks of January 4th, 11th, and 18th.
- Students send thank you letters to hosts upon conclusion of the Externship.

**FEBRUARY 2016**
- Financial assistance recipients submit receipts for reimbursement to Alumni Relations (Pfenning Alumni Center).
- Students submit evaluations and copy of thank you letters to Career Services.

2016 EXTERNSHIP PROGRAM APPLICATION PROCEDURE

All students applying for the program **MUST** apply using this online procedure. The application process has **THREE STEPS**.

**ALL steps must be completed by 5pm on Thursday, October 29th, 2015. NO EXCEPTIONS.** The details are outlined below.

**STEP ONE: COMPLETE ONLINE FORM**

A. You must apply for the Externship program through an online form available at [http://bitly.com/studentextern16](http://bitly.com/studentextern16) (or [https://lafayette.az1.qualtrics.com/jfe/form/SV_7P12ID9uCU6aiqN](https://lafayette.az1.qualtrics.com/jfe/form/SV_7P12ID9uCU6aiqN)). This form asks for basic name and contact information, your top six Externship choices, and some additional demographic information (such as major and career interests).

B. Be aware that you will also be asked to disclose any disciplinary action you have faced while at Lafayette. Such action does not automatically prohibit you from participating in the program.

**STEP TWO: COMPLETE CAREERSPOT PROFILES & UPLOAD DOCUMENTS**

A. You **must** complete the required sections of your CareerSpot account profiles (Academic and Personal) prior to applying. Just getting started with CareerSpot? Access our help resources here: [http://careerservices.lafayette.edu/students/access-career-resources/find-opportunities/](http://careerservices.lafayette.edu/students/access-career-resources/find-opportunities/)

B. In order to apply, you must submit your resume and essay electronically. To do this, you first upload them to your CareerSpot account. This can be done through the My Documents tab. Select Add New to upload your documents into the system. Using the Document Type selections, be sure to select Resume to upload your resume. Select Writing Sample when uploading your essay. It is recommended that you convert your documents to PDF files before uploading.

C. When uploading your resume and essay, please name them in this format:
   - For the resume: LAFAYETTE USERNAME and 16resume (for example, SMITHI16resume)
   - For the essay: LAFAYETTE USERNAME and 16essay (for example, SMITHI16essay)
   - *please put your name on all pages of your essay*

   This prevents errors when Career Services accesses the documents of all applicants.

**NOTE:** YOUR ESSAY MAY NOT CONTAIN ANY PORTIONS OF A PREVIOUS ESSAY SUBMITTED FOR THE PROGRAM IN PRIOR YEARS. This is considered a violation of Academic Integrity as defined in the Student Handbook.

**STEP THREE: APPLY TO POSTING & SUBMIT DOCUMENTS ON CAREERSPOT**

A. To apply on CareerSpot, use the “Opportunities & Applications” tab, then select “CareerSpot Opportunities” from the drop-down menu. Next, select Internship from the maroon-colored bar, and enter the word Externship in the search box; click Search. Next, click on January 2016 Externship Program to access the posting.

B. Read the information provided in the posting. It will answer many of your questions about the Externship program. In the top-right corner, select the Apply button. This is where you will submit your already uploaded resume and essay. Follow the directions carefully and click on Submit to complete Step Three. Please note that the “Apply” button will not appear until you have uploaded the required documents into the CareerSpot system.

Since you may need to complete the required sections of your profile and/or need guidance with using CareerSpot, **DO NOT WAIT UNTIL THE LAST DAY TO SUBMIT THESE DOCUMENTS.** Due to the high volume of applicants, Career Services cannot provide last-minute assistance.

**IMPORTANT:** Applications missing one of the steps will be considered incomplete and therefore, will not be accepted.