2019 EXTERNSHIP PROGRAM

HOW CAN I APPLY FOR AN EXTERNSHIP?
Carefully read ALL Externship descriptions in the Externship Booklet, which are arranged by occupational group. Don’t limit yourself to one category. For example, if you are an art student, don’t look only within “Arts” because you may find an Externship in “Broadcasting/Entertainment” or “Communications” that is intriguing to you. The major of each alumni 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 below/on the reverse side):
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 that addresses your answers to 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?

IMPORTANT: Please respond to these questions within one cohesive 500 word essay, NOT a short answer format.

ESSAY MAY NOT CONTAIN ANY PORTIONS OF A PREVIOUSLY SUBMITTED ESSAY 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 by FRIDAY, OCTOBER 26th at 12PM (NOON). You must submit 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 October 29th or November 5th.

WHAT HAPPENS NEXT?
By November 13th, 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 14th & THURSDAY, NOVEMBER 15th.
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 the Gateway Career Center (610-330-5115) or visit the Externship pages of the Career Center website at: https://careerservices.lafayette.edu/career-planning/externships/.
✓ Attend “The Externship Process Made Easy” workshop on Wednesday, October 17th at either 12:15 or 4:30PM in 224 Oechsle Hall. Unable to attend? View our webinar at http://bitly.com/lcexternwebshop (URL is case-sensitive).

REMEMBER: SUBMIT ALL APPLICATION MATERIALS ON OR BEFORE FRIDAY, OCTOBER 26th AT 12PM (NOON).
IMPORTANT: Applications missing any steps will be considered incomplete and therefore, will not be accepted.

2019 EXTERNSHIP TIMELINE

☀ OCTOBER 2018
Attend The Externship Process Made Easy workshop on October 17th (not required).
Submit application (Qualtrics) form AND submit essay & resume (CareerSpot) before 12PM (NOON), Fri., Oct. 26th.

☀ NOVEMBER 2018
If an interview is necessary, students will be notified.
Students matched are notified via email by November 13th.
Mandatory Orientations will be held November 14th and 15th (12:15 and 4:30PM) - attend one.
Hosts receive names and application materials of matched students.
Financial assistance applications due to Alumni Relations Office (Pfenning Alumni Center) in late November.

☀ DECEMBER 2018
Students contact hosts to discuss Externship details.
Submit call response form to the Gateway Career Center by December 5th.
Students are notified of financial assistance award by mid-December (date TBA).
Students and hosts continue communications.

(SEE REVERSE FOR REMAINDER OF TIMELINE AND APPLICATION INSTRUCTIONS!)
JANUARY 2019
Exterions take place during the weeks of January 7th, 14th, and 21st.
Students send thank you letters to hosts upon conclusion of the Externship.

FEBRUARY 2019
Financial assistance recipients submit receipts for reimbursement to Alumni Relations (Pfenning Alumni Center).
Students submit evaluations and copy of thank you letters to Gateway Career Center.

2019 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 12PM (NOON) on Fri., October 26th, 2018. 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://bit.ly/studentextern19 (or https://lafayetteaz1.qualtrics.com/jfe/form/SV_00asJJOyilukw1). This form asks for basic name and contact information, (up to) 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
Access CareerSpot via the “Get Career Support” block found within your portal account (my.lafayette.edu).
A. The required fields of your CareerSpot account profiles (Academic, Personal) must be complete before applying. Just getting started with CareerSpot? Access our resources here: https://careerservices.lafayette.edu/career-planning/careerspot/
B. 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 Other Document 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 with your Lafayette username, class year, and document type as shown here:
   - For the resume: LAFAYETTE USERNAME and 21resume (for example, SMITHJ21resume)
   - For the essay: LAFAYETTE USERNAME and 21essay (for example, SMITHJ21essay)
   *please put your name on all pages of your essay*
   This prevents errors when the Gateway Career Center 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 bar above the search box), and enter the word Externship in the search box; click Search. Click on January 2019 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, the Career Center cannot provide last-minute assistance.

IMPORTANT: Applications missing one of the steps will be considered incomplete and therefore, will not be accepted.
Questions? Contact the Gateway Career Center at 610-330-5115 or stop by 201 Hogg Hall for assistance.