December 2016 Externship Handout #1
Basic Program Information

IN A NUTSHELL

- **The externship application process** is administered by the Career Center and requires three items:
  - Resume, submitted through the Tunnel
  - 250 word statement of purpose, submitted through the Tunnel
  - 2016 Externship Application Form, completed online

- **A list of all externships on the Student section of the Externships Website**, with abbreviated information (you can also follow the link at the top of the Career Center home page). **Full information for all externships is posted in the Tunnel and will be available to see on Friday, September 2.**

- Externship hosts will identify their student candidate preferences to the Career Center, who will extend offers to the students. Students respond directly to the Career Center.

- **All students are eligible** to participate in the externship program; however, each host is free to restrict their externship to certain class years. Each externship listing in the Tunnel will indicate which classes are eligible to apply, with the exception of first-year international students (see below).

- **All externships are unpaid** unless indicated otherwise in the description.

- **Financial travel assistance is available** for students who qualify for need-based financial aid as determined by the financial services office. Reimbursement for travel expenses is on a sliding scale ranging from 40% to 95%, depending on level of need. See Externship Handout #4 and/or talk to Brian or Ashley in the Career Center about financial assistance.

- **Housing.** Some Carleton externs will be offered housing with their externship host. Externs whose host is not able to offer housing will need to take the initiative in finding a place to stay during their externship, and the Career Center will provide support and guidance in that search. Students will often be able to find housing with someone from within the Carleton alumni or parent network. In previous years, all students who have made the effort to find housing have been successful.

- **SPECIAL NOTE FOR INTERNATIONAL STUDENTS**
  - International students in their first year are not eligible to participate in the externship program due to visa restrictions. All questions about this should be addressed to Brisa Zubia in the OIIL Office.
International students who have NEVER used their CPT before MUST see Brisa Zubia in the OIIL office before their application materials can be considered. International students who have previously used their CPT are NOT required to see Brisa Zubia before submitting application materials unless they have a specific question.

**CHANGES FOR THE 2016-17 EXTERNSHIP PROGRAM**

- **Recruiting Goal of 200 Externships.** Our goal for December 2016 is to recruit 200 externship positions for 200 students. Compared to the 145 student externs who went out in December 2015, this represents a 38% increase.

- **Shortened the Application Process.** In addition to submitting a resume, students will now submit a 250 word Statement of Purpose instead of a full cover letter. This is intended to elicit more applications from first- and second-year students. It will also speed up the process for hosts in reviewing the applications.

- **Implementing a Single-Notification Process for Externship Offers.** In previous years, students were notified of externship offers on a rolling basis, as the Career Center received the decisions from the hosts. This year, all notifications will begin on the same day, Friday, October 21. **PLEASE NOTE:** This notification process can take up to five days to complete so please be patient if you do not hear anything right away.

- **Offering a Quick Second Round of Selection for Externships that are Unfilled After the First Round.** The Career Center will hold a quick second round of selections by asking hosts to consider additional resumes for their unfilled position(s). Students will be able to indicate on the 2016 Externship Application Form which additional externships, beyond the three that they formally applied for, they would like to be considered for in a potential second round.

**TIMELINE FOR THE 2016-17 EXTERNSHIP PROGRAM**

- **May Sep. 2 (Fri.)** – Externship descriptions posted in the Tunnel.
- **Sep. 14 (Wed)** – December 2016 Externship Information Session – 7:00-8:00 pm. Location: Olin 149.
- **Sep. 15 (Thu.)** – Repeat of December 2016 Externship Information Session 12:00-1:00 pm. Location: Olin 149.
- **Oct. 3 (Mon.)** – 11:59 pm – Deadline for student externship applications to be submitted to the Tunnel.
- **Oct. 21 (Fri.)** – Beginning of externship offers being emailed. **Students have 24 hours to accept an offer. Offers not accepted within 24 hours are subject to forfeiture.**
- **Oct. 25 – Nov. 2 (Tue.–Wed.)** – **Required** orientation session for all Winter Break externs.
- **Nov. 11 (Fri.)** – Learning plan, liability waiver, and financial waiver (for students receiving financial assistance) forms due.
- **Nov. 28 (Mon.) – Dec. 16 (Fri.)** – Time for externs to be on site at host organizations.

Questions? Contact Brian Murphy (bmurphy@carleton.edu; x4446) or Ashley Belisle (abelisle@carleton.edu; x4212) in the Career Center.