GREETINGS FROM CARLETON!

Thank you for volunteering to host a Carleton student extern. The purpose of this guide is to help you plan the externship experience in your workplace.

Carleton externships are one- to three-week career preparation and exploration experiences for undergraduate students. Each winter, alumni, parents, and friends of Carleton host students at their workplaces and provide exposure to jobs in a wide variety of career fields. The Career Center handles the majority of the administrative work; hosts simply decide what an externship would look like at their workplace (summer) and choose top candidates from the application packet (October).

If you have not already done so, you can sign up to host one or more externs using the enrollment form. Please enroll prior to mid-August, or as soon as you are able. Note that externships are unpaid, and you have control over the dates, length of time, number of students, and student participants in your externship.

As you read this guide and plan for your externship, please do not hesitate to contact us at any time. We are happy to explain the program in detail, answer questions, and talk through concerns you might have.

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2018 PROGRAM TIMELINE

- **By Friday, August 17** - Externship hosts enroll in the program by filling out the externship host information form.
- **Tuesday, October 2** - Hosts receive student applications and begin review and selection. Hosts are encouraged to contact students and conduct phone, Skype, or in-person interviews, but this is not required.
- **By Thursday, October 18** - Hosts submit application rankings online.
- **October 19** - Students begin receiving offers, according to host priorities. Students will accept offers throughout the next three to five days, and hosts will receive introduction e-mails after students accept offers.
- **November 26 - December 14** - Externships happen any time during this period, as determined by hosts.
EXTERNSHIP PROGRAM PROCESS & RESPONSIBILITIES
CARLETON COLLEGE CAREER CENTER

EXTERNSHIP POSITION DESCRIPTION & DETAILS
May 1 – August 17, 2018

**HOST TASK #1** – Host determines externship details and completes the online enrollment form. Please be as clear as you can in writing your description.

APPLICATIONS
September 1 – October 1, 2018

Students may apply to up to three externships with a resume and cover letter for each position. Hosts receive all student applications via e-mail on October 2.

SELECTION
October 2 – 18, 2018

**HOST TASK #2** – In October, you will receive via e-mail a packet of student applications. You may choose to interview students, though this is not required. After making selections, rank all acceptable applicants using our online system. Students may apply to up to three externships; while we always extend the offer to your first-choice student first, it is possible that applicant may receive multiple offers. In cases where an applicant accepts a different offer, we then offer the position to your second-ranked student, and so on. You will never be paired with a student who is not on your ranked list.

NOTIFICATION
October 19 – 22, 2018

The Career Center contacts students with offers and receives accepts/declines, moving to alternates if necessary. The Career Center then connects each host with the extern(s).

STUDENT PREPARATION
October 19 – November 21, 2018

All externs are required to attend a group orientation session and complete an externship learning plan.

TRAVEL EXPENSES, LODGING, AND FOOD

The Career Center helps with a percentage of travel costs for students with demonstrated financial need. Externship hosts have the option to provide housing, but this is not an expectation. The Career Center supports students in finding housing with local alums or other temporary housing options.
PLANNING FOR THE EXTERNSHIP
CARLETON COLLEGE CAREER CENTER

BASIC PLANNING CONSIDERATIONS

Length of externship: Externships last between one and three weeks, beginning no earlier than Monday, November 26, 2018, and ending no later than Friday, December 14, 2018. You may select firm or flexible dates when you enroll in the program.

Number of positions: The maximum number of externs that any one organization can take is six. Just how many positions you offer is completely up to you.

Externship description: Please include a one- to two-paragraph description that provides a brief introduction to your organization and gives the students as clear a sense as possible of what the experience will be like. Students have repeatedly reported the importance of a clear description.

Desired Class Level: Carleton aims for at least 50% of externships offered to be exclusively or primarily for first-year and sophomore students. As you think about the externship experience you have to offer, we encourage you to consider helping us to provide more of these experiences for younger students.

International Student Eligibility: International students studying in the U.S. on F-1 visas must undertake advance planning if they wish to complete an externship that includes work projects. Students with F-1 visas can complete externships that are 100 percent shadowing experiences with no restrictions. The host enrollment form asks hosts to indicate whether the externship is—or could be—a 100 percent shadowing experiences. This allows international students to apply to and plan for experiences that meet their visa requirements.

Housing: Hosts are not responsible for helping students find housing. Students may work with the Career Center to find housing through personal connections and through the resources of the Carleton network. Some externship hosts choose to provide housing for their externs, though this is not an expectation.

Travel and Transportation: Students are responsible for all travel arrangements and costs. The Career Center offers financial travel assistance for those who qualify for financial aid. If you can assist students with local transportation each day (by including them in a carpool or providing them with information about public transportation), that is very helpful.
**Externships versus Internships**

The most significant distinction between an externship and an internship is that the primary aim of an externship is to be a career exploration experience that allows a student to get an introduction to a particular job or career field. An externship provides ample opportunity for shadowing, informational interviewing, and networking. In addition, working on a project is an excellent way for externs to explore a job or career field, but the focus of any work project should primarily serve the extern’s learning experience.

**Advice from Past Hosts**

As each externship is different based on the nature of the work and the particular setting, there is no one way to engage your extern, or to make the experience significant. Previous successful externships have allowed students to experience the workplace in some or all of the following ways: project work, shadowing employees, attending meetings, informational interviews, and networking in general. In the end, you will need to select the ways that you think will work best for the externs, your staff, and your work environment as a whole.

**Pre-Externship**

- Discuss goals and expectations for the time they will be with you. Reviewing their Learning Plan with them on first day is a good way to do this. Engage them in the proposed schedule, hear what they hope to get out of it and adjust schedules/events/projects as needed to best address them. Then revisit or check-in on these midpoint or so, and then at end.
- Send your extern information about what to expect and what to bring, and any information you’d like them to read beforehand, as soon as possible after they accept the externship. The time of the externship always sneaks up sooner than expected, especially because Carleton students have exams before Thanksgiving (so they may not have time to do background reading then).
- Plan ahead but be flexible. Have a plan for the entire time with some key activities they can do themselves, some with you and some with others to maximize their exposure and learning opportunities. Engage them in finalizing the plan but be flexible and customize where needed based on their interests/needs.
- The more concise and informative the description of the company and program, the better.

**During the Externship**

- Put things in context. Try and give them a little context before and after meetings or other events to help them understand what they just experienced, why we’re doing it and what it might mean for us (host organization) and perhaps for them (as extern learning new tools, information, approaches).
- Bring your extern to client meetings, your volunteer or nonprofit board meetings, professional development seminars, etc.
- Devote the last day of the externship to having the extern write up their summary of what they did, or give a brief presentation to your staff – this helps them process what they learned, and it means you have a record of what they did.
- Give your externs some coaching and feedback.
• Suggest people your extern might want to interview to learn other perspectives about your field, and send emails to help them set up informational interviews.
• To the extent that your co-workers are amenable, arrange some mock interviews (pre-defined whether informational, or “as if” interviewing for a certain position).
• Allow time for networking with employees and local alumni, especially useful for graduating seniors. Help students review their resumes and provide career advice.
• Assign them readings and hold follow-up discussions when possible to allow students to learn more about the industry and further develop their interest in a career in said field.
• Have students shadow company employees, assign mentors if possible or allow them to work on short term projects when possible. Formal or informal presentations or discussions with firm employees are helpful.
• Get them learning, acting. Many hosts find that things seem to work well when the externs have to solve a problem or find information—to do this hosts report having them do small information search projects on key issues the site is working on, and have them craft 4 questions (about their job, career, training and advice) to ask other professionals when they meet with them.
• A discrete project such as analyzing a particular segment of your organization and giving a presentation about the information—what the extern learned and what suggestions or recommendations your extern would make based on the information.
• It's good to have a discrete project that the extern can take ownership of during the short time they're with you. A project that's open-ended, or that has multiple possible goals or "endpoints," allows for flexibility if they work at a faster or slower pace than you anticipated. It's also nice to have a secondary project that the extern can work on if they want a break from the main project.
• I like to have a game night during the weekend in the middle of the extern's stay. It lets the extern get to know some of my friends and colleagues in a more social way.

**Post-Externship**

• Right after the extern leaves, write your own paragraph-long summary of what the extern did, so you can remember the details if they ask you to be a reference for a job or grad school.
**SAMPLE PAST EXTERNSHIPS**

**CARLETON COLLEGE CAREER CENTER**

**Chicago Botanic Garden, Glencoe, IL. Plant Conservation Research Extern.** Two externs will work on a research project investigating the effects of habitat fragmentation on a long lived prairie plant, *Echinacea angustifolia*. Externs will have the opportunity to gain hands-on experience using techniques, equipment, and tools for seed and plant biology as well as contribute to conservation science. Previous research experience not necessary, but an interest in biology, plant science, and conservation is desired. Work will require attention to detail and good hand-eye coordination.

**Columbia University Medical Center, New York, NY. Pediatric Cardiology Observership Extern.** This 1-2 week observership is geared towards students interested in going into the medical profession. The externs will spend time in the Division of Pediatric Cardiology at the Children's Hospital of New York Presbyterian. The hospital is the teaching children's hospital for Columbia University College of Physicians and Surgeons. The days will be long (7 AM-5 PM), but intellectually interesting and will really give the extern an excellent idea about practicing medicine in an academic center. The extern will be going on medical rounds, seeing patients, attending daily medical conferences and lectures, watching medical procedures and even observing a class at the medical school. Anyone really interested in going to medical school will find this externship a great way to get a glimpse into academic medicine.

**EHT Traceries, Inc., Washington, DC. Project Assistant Extern.** This externship provides the opportunity to learn about and participate in historic preservation-related projects in the DC metropolitan area. The work focuses on research and its application in the real world. It will include archival research, site visits, recordation and organization of documents, and preparation of brief reports.

**EinwillerKuehl, Oakland, CA. Landscape Architect Extern.** EinwillerKuehl is a dynamic landscape architecture firm on the West Coast. The two principals, Liz Einwiller and Sarah Kuehl have had many years' experience working in large landscape architecture shops. Both have concentrated on large public iconic spaces and continue to do so in their current firm. The extern will get first-hand experience working in a start-up landscape firm that is just taking off. Their current projects involve the transition of a large military depot to a public space, the renovation of a high tech computer campus and various residential projects. The take away experience will be how two highly successful professionals make the transition to create a viable startup.

**The Elliot Church of Newton UCC, Newton, MA. Parish Ministry Extern.** The Elliot Church of Newton, United Church of Christ, will offer a Carleton student the opportunity to learn about parish ministry in a progressive Protestant congregation. The position will be approximately 15-20 hours per week and will include Sundays. Because the externship period overlaps with the liturgical season of Advent, the student will be invited to return for Christmas Eve worship if available. Activities may include: -Observing worship planning, pastoral visits, administration, and committee meetings -Opportunities for worship leadership -Opportunities for planning or
leading children's activities - Opportunities to participate in social service activities in the local community - Theological reflection - Discussion of the ordination process in the UCC. The supervisor for this externship is the Denominational Counselor for UCC and DOC students at Harvard Divinity School. A visit to HDS at the beginning of the externship may be arranged. The Eliot Church of Newton, United Church of Christ, is an Open and Affirming Congregation and a MACUCC Green Congregation. We are committed to welcoming people of all sexual orientations, gender identities, races, classes, and backgrounds into the full life and ministry of our church. We are committed to addressing racial justice and climate change and to working for social justice in our community. We are currently working with nearby family shelters to offer hospitality to families living in shelters. We have a strong music program for children and adults, and a small but growing children's ministry. Public transportation is available nearby.

**NASA Glenn Research Center**, Cleveland, OH. Research Materials Engineer Extern. This externship will immerse the student in research and development within the Materials and Structures Division at NASA Glenn Research Center. The extern will interact with research scientists and engineers, as well as with management, in laboratory and office settings to get a first-hand glimpse of the cutting-edge aeronautics research taking place within the agency, while exposing the student to a variety of career paths at the center. This opportunity is ideal for students interested in materials science and engineering, physics, chemistry, geology and/or aerospace engineering.

**Reading Partners**, New York, NY. Tutor and Community Coordinator Extern. Thinking about teaching? Check out this hands-on teaching experience in New York City. Reading Partners is a nonprofit literacy organization that recruits and trains community volunteers to provide one-on-one reading tutoring to students in under-resourced schools. RP works with more than 100 schools in low-income communities in seven states. This position will involve a great deal of tutoring with K through 5th grade students on a one-to-one basis. The Extern will also assist with the engagement of community volunteers. This externship involves shadowing an Americorp member who is responsible for running the reading center. Tutoring will involve 60% of the extern's time.

**ro*co films international**, Sausalito, CA. Documentary Distribution Extern. We're looking for someone who is passionate about film and interested in exploring film distribution practices. In addition to daily basic administrative tasks, the internship position will include a project to be determined. Past projects have included researching the Chinese media market to identify broadcasters and distributors who acquire story-driven documentaries, researching the emerging subscription VOD market by country, and documenting the process of uploading films to various digital media platforms. The position will also include researching the documentaries premiering at the Sundance Film Festival.

**St. Paul Pioneer Press**, St. Paul, MN. Assistant to the State Capital Reporter Extern. The St. Paul Pioneer Press is one of the two large metropolitan newspapers in the Twin Cities. It is especially well regarded in the eastern section of the metropolitan area. This externship will involve some shadowing of Doug Belden, the state capital reporter for the Press. He is an enthusiastic Carleton Alum. The externship will likely involve coverage of news conferences and research on political issues, interviewing public officials and state legislators.