December 2016 Externship Handout #5
Externship Requirements

CAREER CENTER REQUIREMENTS FOR PARTICIPATING EXTERNS

The externship program has specific requirements tied to it. Because there is no academic credit available for an externship there are no grades involved. But an externship, like an internship, falls under the umbrella of career experiential education, and requires a reflection component.

The Reflection Exercises Serve Two Purposes: Educational and Legal

- **Educational.** The educational purpose is to ensure that students reflect on their experiences. Any person can have an externship or internship experience, but the experience itself is not enough to be considered “experiential education.” To be considered “experiential education” there needs to be some kind of formal reflection on the experience.

- **Legal.** Defining an extern’s time with an employer as “experiential education” allows the employer to host you as an *unpaid extern* and not as an *employee*, remaining in compliance with the Fair Labor Standards Act.

Specific Career Center Requirements for All Externs

- **Before the externship:**
  - Learning Contract – This is completed before the externship begins and must be reviewed and signed by a Career Center staff member.

- **After the Externship:**
  - 1-2 page written summary/reflection of the externship experience. Due on the Monday of the 2nd week of Winter Term.
  - Bring-back poster session – Scheduled for late January or early February. Specific date TBA. If an extern will be off-campus during Winter Term, they should contact the Career Center to be excused from the poster session requirement.

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**Student must complete all three of the requirements in order to be eligible to participate in the externship program during the following year, and to facilitate good relationships with externship hosts, so that opportunities can continue to be offered to future Carls.**

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Questions? Contact Brian Murphy (bmurphy@carleton.edu; x4446) or Ashley Belisle (abelisle@carleton.edu; x4212) in the Career Center.
Additional Reflection Exercises (Not Required, But Strongly Recommended)

- **During the externship:**
  - Conduct a minimum of 2 informational interviews
  - Network with as many people as you can
  - Personal blog or journal

Misc. Required Forms

- **Externship Liability Waiver Form.** All externs must sign an Externship Liability Waiver Form before leaving campus for the externship.
- **Externship Financial Assistance Waiver Form.** All externs who receive financial assistance must also sign an Externship Financial Assistance Waiver Form before leaving campus for the externship.