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.
December 2016 Externship Handout #2

The Application Process

<table>
<thead>
<tr>
<th>Key Details Re: Externship Applications</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Deadline</strong></td>
</tr>
<tr>
<td>Monday, October 3rd at 11:59 pm</td>
</tr>
<tr>
<td><strong>Application Materials (see details on Page 2)</strong></td>
</tr>
<tr>
<td>2016 Externship Application Form – Complete and submit online (link also posted at top of Career Center home page)</td>
</tr>
<tr>
<td>Resume – Submit to the Tunnel</td>
</tr>
<tr>
<td>250 Word Statement of Purpose – Submit to the Tunnel</td>
</tr>
</tbody>
</table>

A COUPLE OF TIPS FROM THE CAREER CENTER

Tip #1  Students are allowed to apply to a maximum of three different externships. Read over the descriptions carefully and think broadly about the different options. Try to be strategic about which externships you apply for. Some externships will be very popular and will receive many more applications than others.

Please keep in mind that any externship will provide you with a rewarding experience that will open your eyes to the professional working world, will teach you a lot about a particular line of work, and will introduce you to many new people who you will learn from and potentially remain in touch with after the fact.

Tip #2  BEFORE YOU APPLY to any externships, clarify with your family that each of the externships you want to apply for, including any of the ones for a possible second round of selections (see #4 on The Selection Process handout), will be possible for you to manage if you are accepted. Check with your family about the dates of the externships, whether you can afford to do them (keep in mind that financial assistance is available through the Career Center), etc. IF you receive an actual offer later in October you will have 24 hours to accept. Having these discussions with family before you apply will make your ability to confidently accept an offer within the 24 hour time period go much more smoothly.

EXTERNALSHIP DESCRIPTIONS & INFORMATION

There are two places where you will find information about specific externships posted.

1) The Tunnel. The official and most comprehensive posting of externship information is in the Tunnel, and all of these postings will available to see by Friday, September 2, 2016. Keep checking the Tunnel after that date as some externship postings are bound to arrive late. You can easily find all the posted externships by using the “Carleton Exclusive Externships” quick link in the “Current Opportunities” box on the right side of your Tunnel homepage.

*Questions? Contact Brian Murphy ([bmurphy@carleton.edu; x4446](mailto:bmurphy@carleton.edu)) or Ashley Belisle ([abelisle@carleton.edu; x4212](mailto:abelisle@carleton.edu)) in the Career Center.*
2) **The Student Page on the Externship Website.** A preview of all externships (which includes the organization name, externship title, city, state, number of weeks, and classes eligible to apply) is posted on the Student page of the externship website.

All new postings added after September 2 will be marked with the word “New” followed by the date it was added. See examples below.

- **Website:** Hennebery Eddy Architects, Inc., *Architectural Extern*, Portland, OR, 1-2 weeks, all class years. (New 9/4)
- **Tunnel:** 2016 Carleton Externship: ECONorthwest - Economic Research Extern (New 9/6)

**Externship Application Process**

All applications must be submitted by 11:59 pm on Monday, October 3, 2016. DO NOT LEAVE YOUR APPLICATION SUBMISSION FOR LATE MONDAY EVENING ON OCT. 3. All externship postings in the Tunnel shut down automatically and disappear at 12:00 am on Tuesday, October 4 and NO APPLICATIONS WILL BE ACCEPTED AFTER THAT TIME.

Notifications to applicants regarding selection will begin on Friday, October 21, and will continue over a period of 3-5 days until all the externship positions are filled. If at the end of this notification period there are still externships that are not filled, 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.

**Application Materials**

There are three documents to submit as part of the application process, one submitted as an online form and the other two submitted to the Tunnel:

- **2016 Externship Application Form** (there is also a link at the top of the Career Center home page). This is an online form to be completed and submitted before the application deadline. You only need to complete this form ONCE no matter how many externships you apply for.

- **Resume** – Submit to the Tunnel a resume that has been reviewed by a Student Career Advisor or a staff member in the Career Center, especially if you are an incoming student and/or if your resume has never previously been reviewed by someone in the Career Center.

- **Statement of Purpose** – Submit to the Tunnel a 250 word statement of purpose (approximately two paragraphs) that speaks to the following two issues:
  - why you are interested in this particular externship at this particular organization, and
  - how this externship relates to your overall work at Carleton and/or your career goals.

Questions? Contact Brian Murphy (bmurphy@carleton.edu; x4446) or Ashley Belisle (abelisle@carleton.edu; x4212) in the Career Center.
December 2016 Externship Handout #3
The Selection Process

All decisions about who is selected for an externship are made by the hosting organizations. They have complete control over this decision. The Career Center simply facilitates the process.

After the application deadline on October 3, 2016, we will create a packet of applications for each externship and then send the packets to the organizations. The selection process will then proceed as follows:

1) The hosts read through the applications and then either contact students they wish to conduct a brief interview with (by phone or Skype), or they will make their decisions based on just a reading of the application materials. They have a deadline of Thursday, October 20, to notify the Career Center of their decisions.

2) Notifications to applicants regarding selection will begin on Friday, October 21 and will continue over a period of 3-5 days until all the externship positions are filled. Please be patient if you do not hear from us in the first day or two, as this process is very complex and takes time.

3) All students receiving an offer have 24 hours from the time their offer email was sent to accept or decline the offer. This is why it is essential that you talk with your family about each of the externships you apply to, including any of the ones for a possible second round of selections, BEFORE you apply. You need to know that you can accept any of the externships that may be offered to you. If there is no response from the student within 24 hours, the offer will be forfeited and the externship position will be offered to the next alternate on the ranked list.

4) Possible second round of selections. If at the end of the initial notification period there are still externships that are not filled, 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. See screenshot from the application form below.

C) Possible Second Round of Application. It is possible that some externships may not be filled after the initial round of selections. In this case we might offer externship hosts a packet of resumes of additional eligible applicants.

Please check ALL additional externships you would like to be considered for in a possible second round of applications. If you would like to select all of the externships in any one section, just click the box beside the section heading in caps.

Check individual externships or check only the ARTS/MUSEUMS box to select all externships in this section.
- ARTS/MUSEUMS
- Animal Adventure, Design, Development & Sales Extern
- Brandt & Hochman Literary Agents, Inc., Literary Extern

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

Financial assistance will be available to students with demonstrated financial need for travel to and from the externship city, as well as for daily commuting to and from the externship site. Financial need is determined by the Carleton Student Financial Services Office. Financial assistance will be awarded on a sliding scale, between 40% and 95%, based on financial need, with a maximum of $600 offered to any one student. (Receipts are required for all expense reimbursements except for travel by car, which is reimbursed on a per mile basis.)

Pre-Application Financial Travel Assistance Eligibility. Students who want to find out their eligibility for receiving financial travel assistance can simply send an email to externships@carleton.edu requesting this information. We will respond with the percentage at which you would be reimbursed: 40%, 50%, 75%, 85% or 95%.

Formal Financial Travel Assistance Application. AFTER you have been offered an externship and have accepted it, you can formally apply for financial assistance by filling in and submitting an estimate of your budget using our online Externship Financial Assistance for Travel: Application Form. (Link is also at the top of the Career Center home page).

Travel expenses eligible for reimbursement are as follows:

- Round trip airline or bus tickets from the student’s home city to the externship city and back. Students departing from Minneapolis for their externship, but return to their home in a different city can only be reimbursed for the cost of a round-trip flight to and from Minneapolis.
- Travel to the externship city and back by car is reimbursed on a per mile basis at $0.14/mile (or whatever the current college rate for students is at the time). This per mile reimbursement covers both gas and tolls.
- Public transportation for commuting to and from the externship site each day.

Typical travel expenses NOT eligible for reimbursement are as follows:

- Hotel costs for student and/or parent(s) driving to and from externship city
- Food costs for student and/or parent(s) driving to and from externship city

Students with the highest financial need for whom participation in the externship program would cause their families financial hardship even at the 95% reimbursement level are encouraged to speak with Brian Murphy or Ashley Belisle in the Career Center.
Students who have a high financial need can request reimbursement for their airline ticket at the time of purchase; all others should wait until they return from their externship in December and submit their airline ticket along with any additional receipts for public transportation. *It may take up to two weeks for the business office to process a reimbursement.*

**Housing**

If your externship does not come with housing provided by your host, you will need to take the initiative in finding a place to stay during your externship. You should first check with relatives, friends, friends of friends, etc. to see if anyone living in the city where your externship will be can provide housing for you. The Career Center will also provide support and guidance in your housing search, which involves reaching out through the Carleton network to alums, parents, and friends of the college. *Externs who anticipate needing housing should visit the Career Center as soon as possible after accepting their externship offer.*

If the student finds housing within the Carleton network and by using Career Center resources, it is the student's responsibility to contact that host and determine if the housing situation will be an acceptable one. The Career Center does not screen a particular housing situation for a particular student, and cannot vouch for any housing situation or assume any risks or liability for injury or loss associated with any site.

*Once you have secured housing* for your externship (and this includes if your externship came with housing) please follow this link to complete our "Externship Housing Information Form." If the externship host does provide housing along with the externship, or if the student finds a housing host within the Carleton network and by using Career Center resources, *it is the student's responsibility to contact that host and determine if the housing situation will be an acceptable one.* The student is strongly urged to have a conversation with the potential housing host: by phone, by Skype, or in person if the location allows, in order to help determine if a particular household is a good fit for you. The Career Center does not screen a particular housing situation for a particular student, and cannot vouch for any housing situation or assume any risks or liability for injury or loss associated with any site.

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

---

*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.*

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.