

January 2023 Externship Orientation Information

Prepared by:

LAFAYETTE
GATEWAY CAREER CENTER

201 Hogg Hall | 610-330-5115

EXTERNSHIP GUIDELINES

NOW THAT I HAVE BEEN ASSIGNED AN EXTERNSHIP, WHAT DO I DO NEXT?

It is your responsibility to contact your host to confirm that you are the assigned Extern, and to decide on the specific dates and times (taking into consideration time zone) you will spend together. You should ask for directions and guidelines for appropriate dress, as well as discuss housing arrangements (if applicable) and virtual meeting technology (if applicable). *This must be done by the end of the day on December 6th.* Once you contact your Externship host, **complete the [Outreach Update Form](#); the deadline to submit this is 5pm (EST) on Wednesday, Dec. 7th.**

*Address your host formally (Mr., Ms., Mrs., Dr., Mx., etc.) until they ask you to do otherwise.

This initial contact is also a good time to give your host an indication of what you are interested in observing and what you hope to gain from the experience. It is important for you to decide what you want from the Externship experience and communicate that to your host. In order to do this, it is recommended that you research the career field, organization, and host before making this outreach.

**Guidance regarding titles:*

- *Utilize LinkedIn, a professional bio, or other resources to ensure you address the individual by the appropriate title (Mr./Ms./Dr./Mx.) based on their identified pronouns.*
- *If you are unable to confirm the individual's pronouns, it may be best to address them as "Dear First Name Last Name", leaving out the standard title of Mr., Ms., or Mx.*

HOW STRUCTURED WILL THIS EXPERIENCE BE?

This depends on your host and you. Some of our hosts have sponsored Externs previously and will have your days planned with meetings, informational interviews, and projects. Others may not have hosted an Extern before, so they may rely heavily on your input as to what you would like to experience. Because you are also responsible for making this Externship successful, you must clearly communicate your interests and expectations to your host.

WHAT ARE MY RIGHTS AND RESPONSIBILITIES?

❖ As an Extern, your primary responsibility is to ask questions and learn. The following list provides some **examples of questions** you may find relevant to ask during your experience. About the job itself:

- What do you do during a typical workday?
- What do you find most interesting about your work?
- How much flexibility do you have in terms of work hours, vacation, dress, etc.?
- What do you like least about your job?
- What obstacles do you face?
- What attributes and background are necessary in people applying for this work?
- How is your work evaluated?
- What are the important trends in your industry right now?

About the person:

- How did you get started in this field?
- What jobs did you hold prior to this?
- What best prepared you for this job?
- What personal skills (organizational, interpersonal, etc.) are essential for success in this field?

Advice about career planning or extracurricular activities:

- Would you recommend any courses or extracurricular activities to help me prepare for this field or make me more marketable?
 - What advice do you have for someone interested in your work?
 - How well suited is my background for this field (education, interests, experiences, and personality)?
 - How do people find out about job or internship openings in your field?
- ❖ You have the right to politely ask your host to set up a meeting with other individuals whose work you think is interesting. Understand that the host may not be able to oblige during the Externship time period, but may be able to connect you with a colleague at a later time.
 - ❖ It is your responsibility to research the career field and your host's organization prior to your Externship. Helpful resources include the employer website, Google searches, Hoover's Online (available at <https://library.lafayette.edu/researchtools-az/>), and LinkedIn.
 - ❖ It is your responsibility to be on time as well as to be flexible. In rare cases, your host may have something come up at the last minute that changes the plans. Be flexible by suggesting another time and be willing to adapt.
 - ❖ For in-person externships, it is your responsibility to pay for any transportation and meal costs. Your host may offer to take you out for a meal, but you must be prepared to cover your own costs. It is also your responsibility to arrange for your own transportation and housing (unless housing is offered by the host).
 - ❖ It is your responsibility to **act in a professional manner at all times**. This includes in all interactions – with your host, his/her administrative colleagues, and all other contacts your hosts establish for you. This includes in all electronic communications, virtual meetings, as well as your time at the workplace and in the host's home, if housing is provided. Remember that you are representing Lafayette College, and the future of the Externship program rests on how well you conduct yourself. **Treat every interaction like an interview.**
 - ❖ It is your responsibility to abide by any confidentiality requirements set by the organization throughout the externship, **and after** it has concluded.
 - ❖ It is your responsibility to meet and adhere to any COVID-related policies in place at your host's organization. This may include providing proof of vaccination, mask requirements and/or specifications, social distancing, among other requirements. Please note that Extern Hosts' COVID-related requirements, policies, procedures, and preferences may be different than those of Lafayette College.

- ❖ It is your responsibility to send a thank you note to your host and to all other networking connections the host has facilitated for you, expressing your appreciation for their willingness to host you/connect with you. A copy of this letter must also be forwarded to the Career Center.

NOTE: It is recommended that you send an email thank you note within 48 hours of your Externship concluding. *In addition, send a more detailed handwritten thank you note via standard mail if your host is working from his/her physical work location.* Please see page 8 for a sample thank you communication. If you have questions about this, please contact the Career Center (610-330-5115/201 Hogg Hall).

WHAT ARE MY HOST'S RIGHTS AND RESPONSIBILITIES?

Your host has the right not to answer any questions or requests she/he feels are inappropriate or confidential. They have the responsibility to spend time with you, or arrange for you to meet with someone else, or work on a project throughout the externship experience. It is not the host's responsibility to entertain you or to guess what will be most interesting to you. You must politely communicate your needs to your host during your initial conversations prior to the Externship.

WHAT IF I NEED TO CANCEL MY EXTERNSHIP?

If some unforeseen event occurs that requires you to cancel your Externship, notify your host immediately. Explain the reason for your cancellation. You must also contact Alexis Leon in the Career Center as soon as possible (610-330-5115 or leon@lafayette.edu). Canceling your Externship is strongly discouraged and should only be considered under extreme circumstances. Canceling your Externship this year could affect the ability to match you in future years.

THE FIRST CONTACT WITH YOUR HOST

Your first **outreach** to your Extern Host must be made prior to December 7th. Remember that first impressions go a long way; be enthusiastic and polite. **We strongly encourage a phone call as your first communication attempt with your host, if a phone number is provided.** You can then follow up with emails to firm up plans if you both decide that is more convenient.

1. Identify yourself as their Lafayette College Extern and give them a little background about yourself. Explain why you are interested in their Externship opportunity.
2. Confirm Externship dates and times (including time zone), discuss housing arrangements (if applicable), and ask about appropriate attire.
3. For remote externships, be sure to confirm what format of virtual technology is best for your interactions, and who will set up the virtual meeting. Remember that you have access to GoogleMeet and Zoom technology if the volunteer requests that you set up the technology.
4. Ask what the host has planned for the Externship up to this point, and what expectations they have for you as the participant.
5. If the host has not yet established a plan for your externship, this may mean they are waiting to hear about your interests and needs. This is a wonderful opportunity to state your expectations and goals for the Externship. Conduct research (on the career field, organization, and host) in advance of this call so that you can clearly articulate these expectations and goals!
5. Ask the host to send you an agenda, or any other information that will help you better prepare for your Externship.
6. Let the host know that you will be in touch with them the week before your Externship. At this time you will want to re-confirm your plans and get directions to the Externship.
7. Thank the host for their time and for providing you with this Externship opportunity.
8. Within a day of your phone conversation, write an email to your host confirming the details of your conversation. A sample email is included on page 6 in this packet.

IF THE HOST DOES NOT RESPOND TO YOUR INITIAL PHONE MESSAGE WITHIN TWO-TO-THREE BUSINESS DAYS, BE SURE TO FOLLOW-UP BY EMAIL.

If an alternate contact has been provided, be sure to include him/her in your outreach efforts.

SAMPLE CONFIRMATION EMAIL

This is only a sample. Do not copy it verbatim. Make sure to include all the essential elements of this email in your communication with your host.

Dear Ms. Alumna:

I am writing to confirm my Externship with you during the week of January ____, 20XX. XYZ Organization is an ideal location for my job shadowing experience because of my interest in _____ as a career (CUSTOMIZE THIS SENTENCE BASED ON YOUR EXTERNSHIP). During the Externship, I hope to have the opportunity to learn more about the daily operations of your organization, talk with you and some of your colleagues and, if possible, become involved with any current projects. I am especially interested in (INSERT YOUR CAREER SPECIFICS HERE).

Based on our conversation, I have noted the following information for my externship experience:

Dates: (INSERT SPECIFICS DISCUSSED)

Daily Arrival Time: (INSERT SPECIFICS DISCUSSED)

Address: (INSERT SPECIFICS DISCUSSED)

Attire: (INSERT SPECIFICS DISCUSSED)

I will also contact you one week before the Externship begins to confirm any last minute details.

The best way to reach me in the weeks ahead remains by this email (INSERT EMAIL) or my cell phone (INSERT CELL PHONE NUMBER). I look forward to meeting you in person and to spending time with you during my Externship. Thank you in advance for providing me with this opportunity.

Sincerely,

Mary Student

SMART GOALS

- ❖ The mandatory survey at the conclusion of the January Externship Program will require you to submit TWO career-related SMART Goals.

- ❖ Writing SMART Goals:

❖ Specific	<ul style="list-style-type: none"> ❖ What do I want to achieve? ❖ Who else will be involved? ❖ Where will this take place? ❖ Why do I want to accomplish this goal?
❖ Measurable	<ul style="list-style-type: none"> ❖ How can I measure progress and know if I've successfully met my goal?
❖ Achievable	<ul style="list-style-type: none"> ❖ Do I have, or can I get, the resources needed to achieve the goal? ❖ Is the goal a reasonable stretch for me? (neither out of reach nor too easy) ❖ Are the actions I plan to take likely to bring success?
❖ Relevant	<ul style="list-style-type: none"> ❖ Is this a worthwhile goal for me right now? ❖ Would it delay or prevent me from achieving a more important goal? ❖ Am I willing to commit to achieving this goal?
❖ Time-Based	<ul style="list-style-type: none"> ❖ What is the due date for reaching the goal? ❖ When do I need to take action? ❖ What can I do today?

- ❖ Examples of SMART goals:
 - Conduct three 30-minute informational interviews with Lafayette alumni working in different roles in the Communications industry prior to Spring Break.
 - By May 15, secure an internship in the communications field OR in a position that will help me to build key skills needed for success in the communications field. Meet with my Gateway Counselor monthly for support and guidance to achieve goal.

These SMART goals are provided as examples only. Do not copy these goals verbatim. Be sure to craft SMART goals that truly align to your career exploration and development objectives.

SAMPLE THANK YOU LETTER

- ❖ It is critical that you send a Thank You communication to your host **AND** to all other networking connections the host facilitated for you, as well as anyone who helped set up your experience. With regard to specifically expressing your gratitude to your Extern Host, we suggest a two-part thank you whenever possible:
 1. **Required:** Email “thank you” within 24-48 hours of your experience concluding **AND**
 2. **Optional (when possible):** Handwritten “thank you” via standard mail if you have confirmation that your volunteer is working from his/her physical address
- ❖ *Sample: This is only a sample. Do not copy it verbatim. Tailor your thank you communication(s) to your specific experiences. When mailing your letter, type in formal letter format, or legibly handwrite in a professional Thank You notecard or on stationery.*

January XX, 20XX

Dear Dr. Alumnus:

Thank you for taking the time out of your busy schedule to allow me to shadow you for four days last week. I enjoyed hearing your stories of how you entered the _____ industry, the twists and turns your career has taken, and how Lafayette prepared you for this path. Moreover, I appreciate all of your efforts to allow me to explore multiple departments within Organization X, and also providing me with the opportunity to speak with many of your colleagues.

Beyond this, I am truly appreciative of you opening your home to me. It was a pleasure to meet Mrs. Alumnus. It was wonderful to get to know you both better over dinner each night. I truly appreciate all of your hospitality.

Overall, this experience has been very enlightening, and has strengthened my interest in industry _____. I look forward to staying in touch with you, and will be sure to keep you up-to-date on my internship search. I’ve already reached out to several of the contacts you recommended, and look forward to speaking with them soon.

Again, thank you for everything! I realize how fortunate I am to have been provided such a wonderful experience, and I am thankful for our time together and my connection to you.

With Sincere Thanks,

Cory Student

(If handwritten, be sure to sign your name in cursive/script.)

EXTERN CHECKLIST

NOVEMBER 22– DECEMBER 7

- Phone your host to introduce yourself, confirm the date, time, and location of the Externship. Reach out by email if a phone number has not been provided.
- Share your expectations.
- Ask for guidelines regarding appropriate dress.
- Ask for role, organization, and/or career field information/resources/literature, as well as advice on how to perform research for the experience.
- Submit online application for Financial Assistance **by 12PM (noon) on Thursday, Dec. 1st**: <https://bit.ly/ExternAssist23>
Reminder: All aspects of the financial assistance process are managed by the Office of Alumni Relations. The Career Center is not involved in this process.
- Submit the Update Outreach Form **by 5PM on Wednesday, December 7th**: <https://bit.ly/extern23outreachupdate>
- If your externship will take place in the greater Lehigh Valley, and you would like to stay on campus, you **must register for Winter Housing through Residence Life here**: myhousing.lafayette.edu. *Be sure to note that you are staying for the Gateway Career Center's Externship Program and specify the dates of your externship. Weekly housing fees apply.*

DECEMBER 9 – JANUARY 2+

- By Fri., December 9^h**, send a confirmation email to your host. (see pg. 6 for example)
- If you applied for Financial Assistance*, be sure to check your email the **week of December 12th** for notification of your award from the Office of Alumni Relations. Please contact Alumni Relations at 610-330-5040 with any questions.
- Review career or organization information.
- Make sure you have correct directions to the host's professional location and/or details needed to access your remote experience.
- If the host is providing housing, discuss these details. Make sure to mention any pet allergies or other special needs, if applicable.
- Plan your attire according to the host's recommendations.
- Stay in touch with your host.
- Prepare many questions to ask of each person you meet during the Externship experience.

DURING YOUR EXTERNSHIP

- Demonstrate your engagement in this opportunity by asking questions.
- Keep a journal of your experiences by taking detailed notes, including the names of people you meet. Collect business cards.
- Always be polite and gracious.

AFTER YOUR EXTERNSHIP

- By Friday, January 27th**, complete the mandatory online survey (scheduled to be sent to you on January 20th), which will require you to submit the following:
 - A copy/picture of the thank you to your host (see details on pg. 4 & sample on pg. 8)
 - Two career-related SMART goals (see pg. 7 for details)
 - Evaluation of your experience
- By Friday, January 27th**, submit receipts **for reimbursement** to the Alumni Relations Office (223 Pfenning Alumni Center), if applicable. Expect reimbursement in mid-February.