



JANUARY 2023
EXTERNSHIP PROGRAM ORIENTATION

Lafayette College
Gateway Career Center

Today's Agenda

- **PREPARE**

- **ENGAGE**

- **PROPEL**

- Connect to your Extern Host
- What to Expect
- Your Responsibilities
- Success Stories
- What NOT to Do
- SMART Goals
- Externship Timeline
- Financial Assistance

Connect to Your Host

- Host information will be sent to students following their participation in the entirety of this orientation session.
- **Begin outreach to hosts Tuesday afternoon (Nov. 22nd)**; hosts will receive resumes Monday afternoon (Nov. 21st)
- Initial contact (by phone, if number is provided) with the host *by the end of the day* on December 6th
- Outreach Update Form due 5PM on December 7th
(<https://bit.ly/extern23outreachupdate>)
- If no response, wait a day or two and try email
- Remember – Host may take time off for Thanksgiving, so consider your timeframe

IMPORTANT notes re: voicemail

- ✓ Your voice mailbox (Is it set-up? Is it full? What is the greeting?)
- ✓ The message for your host (Include your name & phone number!)

Before You Call

- Conduct some initial research:
 - *Explore the Career Field*
 - *Review the organization website*
 - *Find your host on LinkedIn (if possible)*
- Think about what you want to learn from the Externship before you call
 - *Your host may ask this question!*

Conversation with Your Host

- Be an active participant in setting the itinerary, if asked
- Discuss the basics – dates, time (confirm time zone!), location, transportation, attire, housing, meeting technology, etc.
 - *Attire: Ask questions, be specific, and ensure you have what you need to be dressed appropriately. This remains an important detail for both in-person AND remote externships!*
 - *Does the volunteer want you to set up the virtual meeting link? Confirm this!*
- Inquire about any necessary paperwork you may need to complete
 - *For example: confidentiality agreement, vaccine history, visitor documentation*

Conversation with Your Host Continued

- Discuss organization and host COVID policies and expectations.
 - *For example: proof of vaccination, mask requirements and/or specifications, social distancing. Please note that Extern Hosts' COVID-related requirements, policies, procedures, and preferences may be different than those of Lafayette College.*
- This contact is a FIRST IMPRESSION so be professional and prepared
- Treat EVERY interaction like it's an interview!
 - *Host, administrative support, their colleagues...everyone!*

Follow Up with Your Host

- Follow up on initial contact with a confirmation email (sample in guide)
- Touch base with your host 1-to-2 times between your initial conversation and the Externship experience
 - *How does the host recommend that you prepare?*
 - *Opportunity to ask follow-up questions.*
- Problems connecting with your host?
Let the Career Center know so we can help!

Prepare to Succeed

- Review materials/resources provided by your host
- Prepare (many) questions in advance (see packet for examples)
- Conduct additional research: career field, organization, host
- Arrange for all transportation and lodging (unless housing is offered by host)
- Complete/submit any necessary paperwork/other requirements (clearances, vaccination documentation, confidentiality/non-disclosure agreements)

Externship Financial Assistance

- **What is it?** *Money allocated by the Alumni Association to reimburse students for travel and lodging expenses incurred while participating in the Externship Program.*
- **How much money can I get?** *Up to \$300 in receipt reimbursement funds*
- **What can I use this money for?** *Travel and lodging expenses.*
- **What is the application and fund distribution timeline?**
 - ***Complete online form by 12PM (NOON) Thurs., Dec. 1st:***
[**https://bit.ly/ExternAssist23**](https://bit.ly/ExternAssist23)
 - *Details of Externship Assistance Award will be emailed the week of December 12th.*
 - *All receipts are due to The Office of Alumni Relations on January 27th.*
 - *Expect reimbursement in mid-February.*
- All aspects of financial assistance are managed by the Alumni Relations Office (Pfenning Alumni Center)

Regarding Lehigh Valley-Based Externships

On Campus Winter Housing:

If your Externship is taking place in the greater Lehigh Valley, and you would like to stay on campus during this time, you **must register for Winter Housing** through Residence Life: myhousing.lafayette.edu

Winter Housing Rates:

\$118 per week

Questions regarding Winter Housing can be directed to:
Office of Residence Life

132 Farinon | 610-330-5335 | reslife@lafayette.edu

Your Experience Depends on YOU

- Be an active listener and learner.
 - *Review and reflect on materials provided.*
 - *Share your thoughts, insights, and questions related to information shared, conversations, work sample, etc.*
 - *Have good questions prepared in advance that will allow you to collect the information you need to inform your decisions and plans.*
- Be flexible and agile. Sometimes plans need to change due to unexpected circumstances.
- Some externship experiences will be one-on-one; others will be in pairs or small groups.
- Note: Consider nuances of remote externships (schedule/format).

Your Responsibilities

- Above all, be professional!
***Treat every interaction like an interview!**
- Demonstrate a positive attitude and an OPEN mind
- Act as an ambassador of the program and College
- Be punctual
- Adhere to confidentiality requirements (during AND after!)
- Dress in a manner appropriate for the experience
- Ask lots of questions, show interest
- Take detailed notes of your experiences!

Reminder: If your externship is in-person, please remember that you are responsible for arranging all transportation & lodging.

Remote Externships: Important Considerations

- Create a quiet, distraction-free space.
- If possible, keep video on.
- Ensure your backdrop is clear of anything distracting, eye-catching, or messy.
- Get the lighting right.
- Test & re-test your internet connection and your microphone.
- Dress the part – Professional? Business casual?

***Treat a remote externship with the same level of professionalism, formality, and respect you would an in-person experience.**

Important Considerations...for remote or in-person format!

- Eye contact (camera)
- Voice: Volume, Inflection, Clarity
- Positive Body Language
 - *Smile*
 - *Sit up tall/straight (posture!)*
 - *Lean forward (at times)*
- Energy, enthusiasm, and authenticity!

Potential Outcomes

- Extensive professional networking
- Connections to internships, shadowing, or other professional experiences
- Leads to full-time opportunities
- On-going mentoring relationships
- Support with application/admissions processes for graduate, medical, and law school
- Career Clarity:
 - *Confirming an interest*
 - *“Ruling out” a possible path*
 - *Discovering a passion*

Things to Avoid

- Distracting behaviors (talking with your hands, playing with your hair, adjusting your glasses, sniffing)
- Losing the chance to participate because you tell the volunteer you've been "too busy" to contact them
- Dressing inappropriately for the situation
- Reporting to the wrong address and/or at the wrong time
- Letting distractions interfere during your interactions
 - *Avoid attempts to multi-task or check your phone*
 - *Position yourself in a distraction-free space*
- Canceling your experience because you secured something else
 - *This is a short-term opportunity; shift your schedule to allow for your continued participation*

Regarding Cancellations

- If a host has to cancel the Externship for some reason, let us know ASAP.
 - *We encourage hosts to try and reschedule at another time (Summer or Spring Break)*
- If you have to cancel your participation due to a significant emergency or other situation, it's critically important that you contact the Career Center ASAP
- If you realize part-way through the experience that you can now rule out that career path, you must still follow-through on the entirety of the experience and your commitments to the program
 - *Keep an open mind, and do not lose sight of the larger impact of this opportunity!*

Your Responsibilities After the Experience (required)

- You will submit a survey to the Career Center which will collect the following required program components:
 - *A copy/photo/screenshot of the Thank You message sent to your host*
 - *Your feedback on the experience*
 - *Two SMART Goals*
- *Survey will be sent to all program participants on January 20th.*

Thank You Communications



- It is critical that you send a Thank You to your Extern Host AND to all other networking connections your host facilitated for you
 - *Two Part “Thank You”:*
 - Email “thank you” within 24-48 hours of your experience concluding
 - Handwritten “thank you” via standard mail *only if you have confirmation that your host is working from his/her physical address*
- Upload a copy/picture of the “Thank You” you sent to your assigned host as part of survey follow-up from Career Center **by January 27th**

SMART Goals

- Survey at the conclusion of the 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?

SMART Goals Example

- 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 in-person or virtual 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.

Other Recommended Next Steps

- Utilize your notes to update resume and LinkedIn profile to reflect your externship experience
- Stay in touch with Extern Host and other new contacts as desired
 - *Receive guidance from your Gateway Counselor about how to do this effectively!*
- Commit to following through on your SMART goals!

Timeline Highlights

- Nov. 22 through Dec. 6 – contact your host
- Thurs. Dec. 1 – financial assistance forms due **by 12PM (NOON)**
- Wed. Dec. 7 – online Outreach Update Form due **by 5PM**
- By Fri. Dec. 9 – confirm details with your host in writing
- Dec. 10 through Jan. 2+ – stay in touch with your host to finalize plans
- Week of Dec. 12 – Check email RE: your financial assistance award
- Jan. 20-27 – complete required online survey – including copy of thank you, SMART goals, and evaluation of experience (**Deadline: 1/27/23 @ 5pm EST**)
- Fri. Jan. 27 - Financial Assistance receipts due to Alumni Relations

Final Thoughts

Please carefully review ALL pages of your Externship Guide which will be included in the email to you with your host info!

- You will receive an email from careers@lafayette.edu with your assigned Extern Host's details. Be sure to save this email. (Emails will be sent the evenings of 11/16 & 11/17 to students who attended orientations.)
- Orientation Guide URL: <https://bit.ly/eshiporientationguide23>
- There are still some Externships available so you can participate in a second one (first come, first served). Visit the Career Center (201 Hogg) **Thursday (11/17, 9a-4:30p)** or **Friday (11/18, 9a-1p)** to see what is available.
- **Questions?** Contact careers@lafayette.edu | 610-330-5115 or Alexis Leon (leonalex@lafayette.edu)