### 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 <u>entirety</u> of this orientation session.
- Begin outreach to hosts <u>Tuesday afternoon</u> (Nov. 22<sup>nd</sup>); hosts will receive resumes Monday afternoon (Nov. 21<sup>st</sup>)
- Initial contact (by phone, if number is provided) with the host by the end of the day on December 6<sup>th</sup>
- Outreach Update Form due <u>5PM on December 7<sup>th</sup></u> (<u>https://bit.ly/extern23outreachupdate</u>)
- 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 <u>example</u>: 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) <u>Thurs., Dec. 1<sup>st</sup></u>: <u>https://bit.ly/ExternAssist23</u>
  - Details of Externship Assistance Award will be emailed the week of December 12<sup>th</sup>.
  - 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: <u>myhousing.lafayette.edu</u>

> 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 <u>good</u> questions prepared in advance that will allow you to collect the information <u>you</u> need to inform <u>your</u> 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).

#### ENGAGE

### 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 <u>you</u> are responsible for arranging <u>all</u> transportation & lodging.

#### ENGAGE

### Remote Externships: Important Considerations

- Create a quiet, distraction-free space.
- If possible, keep video on.
- Ensure your backdrop is clear of anything distracting, eyecatching, 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!

#### ENGAGE

### **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, sniffling)
- 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 followthrough 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 <u>required</u> program components:
  - A copy/photo/screenshot of the Thank You message sent to your <u>host</u>
  - Your feedback on the experience
  - Two SMART Goals
- Survey will be sent to all program participants on January 20<sup>th</sup>.

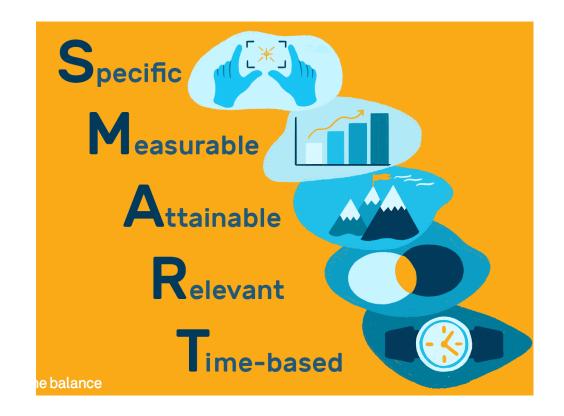
# Thank You Communications



- 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 <u>only</u> 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 <u>host</u> as part of survey follow-up from Career Center by January 27<sup>th</sup>

### **SMART Goals**

 Survey at the conclusion of the program will require you to submit TWO career-related SMART Goals



## Writing SMART Goals

Specific	<ul> <li>What do I want to achieve?</li> <li>Who else will be involved?</li> <li>Where will this take place?</li> <li>Why do I want to accomplish this goal?</li> </ul>
Measurable	How can I measure progress and know if I've successfully met my goal?
Achievable	<ul> <li>Do I have, or can I get, the resources needed to achieve the goal?</li> <li>Is the goal a reasonable stretch for me? (neither out of reach nor too easy)</li> <li>Are the actions I plan to take likely to bring success?</li> </ul>
Relevant	<ul> <li>Is this a worthwhile goal for me right now?</li> <li>Would it delay or prevent me from achieving a more important goal?</li> <li>Am I willing to commit to achieving this goal?</li> </ul>
Time-Based	<ul> <li>What is the due date for reaching the goal?</li> <li>When do I need to take action?</li> <li>What can I do today?</li> </ul>

### **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**

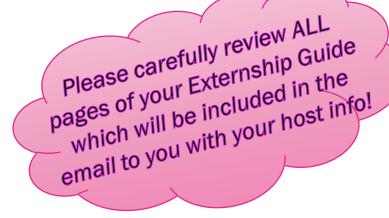
PROPEL

- 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 <u>required</u> 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**



- You will receive an email from <u>careers@lafayette.edu</u> with your assigned Extern Host's details. Be sure to save this email. (Emails will be sent <u>the evenings of</u> 11/16 & 11/17 to students who attended orientations.)
- Orientation Guide URL: <u>https://bit.ly/eshiporientationguide23</u>
- 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 <u>careers@lafayette.edu</u> | 610-330-5115 or Alexis Leon (<u>leonal@lafayette.edu</u>)