

# JANUARY 2024 EXTERNSHIP PROGRAM

## HOW CAN I APPLY TO THE JANUARY EXTERNSHIP PROGRAM?

Carefully review descriptions of ALL available externship opportunities, which are arranged by career fields. Don't limit yourself to one category. The major of each alumni volunteer is listed so you can see the wide variety of career paths that exist for each major. \*Pay particular attention to whether the opportunity will be held in-person or via a remote format.

*\*Please note that an in-person externship may be required to shift to remote/virtual based on organization regulations, state/local guidance, or other health and safety requirements.*

## ONLINE APPLICATION REQUIREMENTS

**(Follow the detailed application procedures outlined on PAGE 2):**

1. Provide your name, contact information, and choose **\*\*up to six externship choices\*\***
2. Resume (which will be forwarded to your host if you are matched with an experience)
3. 500-word **original** essay that addresses your answers to the following questions:
  - *Why are you interested in doing an Externship?*
  - *What do you hope to gain from the experience?*
  - *How do you plan to prepare for and make the most of your Externship?*

**IMPORTANT: Respond to prompts within one cohesive 500-word essay, NOT a short answer format.**

**ESSAY MAY NOT CONTAIN ANY PORTIONS OF A PREVIOUSLY SUBMITTED ESSAY. This is considered a violation of Academic Integrity as defined in the Student Handbook.**

**SUBMIT ALL APPLICATION MATERIALS BEFORE FRIDAY, OCTOBER 27<sup>TH</sup> AT 12PM (NOON).**

**IMPORTANT:** Applications missing any piece will be considered incomplete and will not be accepted.

## WHAT HAPPENS NEXT?

During the week of November 13<sup>th</sup>, you will receive an email indicating whether or not you have been matched to an externship. Please note that space is limited; we will do our best to give you one of your top six choices. If you are matched to an externship, you will be **required** to attend **one** of the Orientation Meetings:

- |   |  |
|---|--|
| * Wednesday, November 15 <sup>th</sup> at 12:15pm | * Thursday, November 16 <sup>th</sup> at 12:15pm |
| * Wednesday, November 15 <sup>th</sup> at 6pm     | * Thursday, November 16 <sup>th</sup> at 4:30pm  |

Following this session, you will receive the name and contact information for the Extern Host with whom you have been paired, as well as valuable advice on how to make the most of this experience. You will also be provided with resources related to the SMART (Specific, Measurable, Attainable, Relevant, Time-Based) Goals component of this experience.

**Please note: Applying to the January Externship Program means that you are making a commitment to this experience and to your Extern Host. Once assigned to an externship, participation is mandatory.**

## QUESTIONS?

- \* Visit the January Externship Program page of the Career Center website: <https://gateway.lafayette.edu/channels/engage-in-an-externship/>.
- \* Call the Gateway Career Center (610-330-5115), email us at [careers@lafayette.edu](mailto:careers@lafayette.edu), or stop by 201 Hogg Hall.

## PROGRAM TIMELINE

### OCTOBER 2023:

- \* Applications go live **Mon., October 9<sup>th</sup>**.
- \* Submit application, including your uploaded essay and resume (via Qualtrics) before 12PM (Noon), Fri., Oct. 27<sup>th</sup>.

### NOVEMBER 2023:

- \* Students are notified of whether or not they've been matched to an externship the week of **November 13<sup>th</sup>**.
- \* Mandatory orientations held **November 15<sup>th</sup> and 16<sup>th</sup>** (see above) - attend one.
- \* Hosts receive name(s) and resume(s) of matched student(s).

### DECEMBER 2023:

- \* Students contact Extern Hosts to discuss externship details.
- \* Financial Assistance applications due by **12pm (noon) Friday, December 1<sup>st</sup>**

- \* Submit Outreach Update form (electronically) by **Wednesday, December 6<sup>th</sup> at 5PM**.

- \* Students and volunteers continue communications.

### JANUARY 2024:

- \* **Externships** take place during the weeks of **January 1, 8, or 15** at a time coordinated by Extern Host and student.
- \* Students send **thank you communication** to volunteers upon conclusion of the externship experience.
- \* Students submit two SMART (Specific, Measurable, Attainable, Relevant, Time-Based) goals, a copy of the thank you communication, and an evaluation of their experience to the Gateway Career Center (electronically).
- \* Financial assistance recipients submit receipts for reimbursement to Alumni Engagement (Pfenning Alumni Center).

## 2024 JANUARY EXTERNSHIP PROGRAM APPLICATION PROCEDURE

All students applying for the program **MUST** apply using this online procedure.  
**ALL steps must be completed by 12PM (noon) on Friday, October 27<sup>th</sup>, 2023.**

### SUBMITTING YOUR APPLICATION

You must apply for the January Externship Program through an online form available at <http://bit.ly/studentextern24> (or [https://lafayettec.az1.qualtrics.com/jfe/form/SV\\_9n20Y1jRzv6qXmC](https://lafayettec.az1.qualtrics.com/jfe/form/SV_9n20Y1jRzv6qXmC)).

- \* Provide your name, contact information, and other additional demographic details; please complete ALL FIELDS.
- \* **\*\*** List **UP TO** your top six Externship choices, in order of preference. **\*\***
- \* Upload your one-page, professional resume as a WORD or PDF file. Name your document with your last name, first initial, class year, and document type as shown here: **JONESP25resume**
- \* Upload your error-free, original 500-word essay as a WORD or PDF file: Name your document with your last name, first initial, class year, and document type as shown here: **JONESP25essay**

**DO NOT WAIT UNTIL THE LAST DAY TO SUBMIT YOUR APPLICATION.** Due to the volume of applicants, the Gateway Career Center cannot guarantee last-minute assistance.

**IMPORTANT: Applications missing any pieces will be considered incomplete and will not be accepted.**

**Questions?** Contact the Gateway Career Center at 610-330-5115 (Mon-Fr, 8:45a-5p EST) for assistance.

**\*\* All January 2024 Externship options can be found in the "JANUARY 2024 EXTERNSHIP BOOKLET" on our website here: <https://gateway.lafayette.edu/channels/engage-in-an-externship/> \*\***