

What is an externship?

An externship gives students the opportunity to have an insider's view of a profession through observing and interviewing a sponsor in the work environment. The experience assists them as they begin to explore interests and learn about various career opportunities. Sometimes sponsors will allow externs to spend time in different departments, so students can gain insight as to how different positions work within one organization. Occasionally, an extern may even gain some limited hands-on experience. A typical externship lasts only one day or can be as long as a week.

Help students envision their futures!



Shadowing is also a great networking opportunity.

Join us for the **ULTIMATE SHADOW EXPERIENCE!**

Be an Employer Site Sponsor.

Help build futures, touch lives, and maybe even recruit prospective interns and employees. A quick, simple, and beneficial community service!

Ultimate Shadow Experience: An Externship Program

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RANDOLPH COLLEGE

Founded as Randolph-Macon Woman's College in 1891



Ultimate Shadow Experience



***Ultimate Shadow
Experience:
An Externship Program***

Information for Employers



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Ultimate Shadow Experience

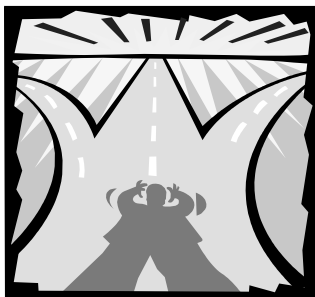
WHY SHOULD I SPONSOR AN EXTERNSHIP?

Help current students to be more informed as they make major decisions.

Expand your network of future professionals in your field.

Lead. Become a leader and show students what it takes and how to succeed.

Promote your organization and the overall industry. Current students make great future employees or colleagues.



Externships lead to informed decisions.

Employer Expectations

As an Employer Site Sponsor, you must:

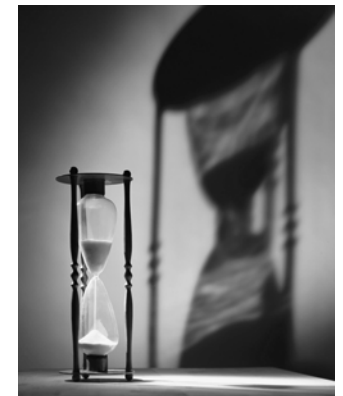
- Complete the Information Sheet to post the externship opportunity.
- Accept/Decline the applicants by mid-December.
- Schedule a time and decide upon the length of the experience in collaboration with the extern. It may be as short as one day but no longer than a week. It must take place between January 1 and March 31. (The extern is responsible for making the first contact.)
- Provide an orientation of your organization and the facilities to the extern. This typically includes a tour.
- Allow the student to observe your daily routine and attend meetings with you, if possible).
- Participate in an informational interview with the extern. She will be prepared with the questions.
- Arrange for the extern to see other departments, if possible; this is especially beneficial to students.
- Submit an evaluation of the experience to the CDC.

Become an Employer Site Sponsor

1. E-mail Susan Perry (sperry@randolphcollege.edu) for the Information Sheet.
2. Complete it.
3. Return it via e-mail.

1-2-3 It is that simple!

Students must apply by mid-November, and you will be sent information on students interested in your externship by early December. Accept or decline the applicants prior to mid-December. Host those you have selected sometime between January 1 and March 31.



Such an important experience in such a short time!