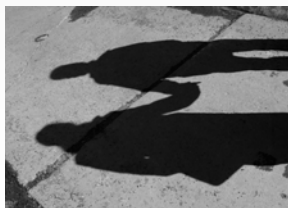


What is an externship?

An externship gives you the opportunity to have an insider's view of a profession through observing and interviewing a sponsor in the work environment. The experience assists you as you begin to explore your interests and learn about various career opportunities. Sometimes sponsors will allow externs to spend time in different departments, so you 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.

Get a glimpse today of what your future may be tomorrow!



Shadowing a professional is a great networking opportunity.

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

Be an Extern!

Extreme Career Exploration may occur any time between January 1st and March 31st.

But you **MUST** apply **EARLY!**

Applications due on Friday,
November 17th.

Ultimate Shadow Experience

Career Development Center
West Hall
434-947-8116
www.randolphcollege.edu/cdc

Susan Perry
Assistant Director
sperry@randolphcollege.edu



RANDOLPH COLLEGE

Founded as Randolph-Macon Woman's College in 1891



Ultimate Shadow Experience



Ultimate Shadow Experience



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Student Information

Ultimate Shadow Experience

WHY SHOULD I HAVE AN EXTERNSHIP?

- **L**earn how your academic background can be put into practice. (How does your plan meet the needs of the career? Should you be in courses you hadn't thought of taking?)
- **E**xperience the work environment first-hand. (Can you see yourself working there in the future?)
- **A**ssess your "fit" into an organization, career field, or even an overall industry. (How does it compare to your values and preferences?)
- **R**eally explore selected career fields. (This is far better than researching a career online or in books—you will adventure through the day-to-day activities to get the real picture!)
- **N**etwork! (Get to know professionals in the field. You never know when you may see or work with your sponsor again.)



Being an extern can lead to informed decisions!

GUIDELINES

- ◆ Externships are open to all students. First years, sophomores, and international students are encouraged to participate.
- ◆ This is a non-credit, voluntary experience.
- ◆ Students are responsible for transportation, meals, and accommodations, if needed.
- ◆ This is a brief experience, lasting only 1 day to a week.

Such an important experience in such a short time!



Student Requirements

As an extern candidate, you must:

- Search for externships that meet your interests.
- Apply to participate in the program.

As an accepted extern, you must:

- Contact the employer to confirm arrangements to extern between January 1 and March 31.
- Participate in orientation and debriefing sessions.
- Be professional! Arrive on time, remain through agreed time, follow through on any commitments, and dress in business casual clothing (or attire appropriate for the shadow experience).
- Engage in an informational interview with your sponsor. (You may use suggested questions given at the orientation.)
- Write a thank you letter for your sponsor. (Turn it in to the ELC to be sent.)
- Submit an evaluation of the experience to the ELC.

Application Procedures

Submit the following to the ELC by the Friday prior to Thanksgiving Break:

- A completed application
- A resume
- A cover letter explaining why you would like to participate in the Externship Program: Ultimate Shadow Experience.



Score a hole-in-one in your career planning through the Externship Program!