

## **EXTERN PROGRAMS SPONSOR TIMELINE**

**New sponsor emails sent to alumni** (allowing time to obtain approval to host a visitor)

- Early August for Winter Extern Program; reminder sent approximately September 1 for Round 1. Reminder sent October 1 for Round 2.
- Early December for FRESH Program (late March). Reminder sent January 2 for Round 1.

**Register for January or mid-February 2014 externship:**

- For Round 1 applications: September 9, 2013.
- For Round 2 applications: October 14, 2013.

**Notification of status:**

- Winter sponsors receive an email approximately November 15, if they have received a match for your externship (earlier if fully matched in Round 1).
- Sponsors who are unmatched will be notified shortly after Thanksgiving, as we continue to seek a match as long as possible.

**Student materials:**

Matched sponsors will receive an email with documents to introduce your student's interests and background prior to Thanksgiving (a resume and introduction questions...introducing your student's interests, goals, and questions).

**Contact period to discuss date(s) and logistics of externship:**

- Students must attend an orientation session, before or after Thanksgiving, at which they receive your contact information.
- Students contact sponsors to discuss the visit, November 20-December 4. You may contact your student during this time period, if you wish.

**Register for March 2014 FRESH externship:**

- Deadline for greatest visibility with students: January 13, 2014.
- We will add new sponsors as they are received, until February 1.

“To-Do” Current Sponsor Checklist (on forms page)

- Complete or update sponsor registration form
  - Extern Rnd 1 9/9/13
  - Extern Rnd 2 10/14/13
  - FRESH 1/14/14
  
- Provide current email address? (business and home?) AND
- Checked filter/ability to receive email and student materials attachments from us?  
[NFL1@cornell.edu](mailto:NFL1@cornell.edu) and [externprograms@cornell.edu](mailto:externprograms@cornell.edu)
- Provide current business and contact information?
- Updated externship description (for position, responsibility or employer changes)
- Updated specific January/February/March dates you are available (may change year to year)
- Provide list of items needed from the student if matched (proof of vaccinations, citizenship, liability signature (form), special pre-orientation, etc.)
- Available during student contact period, if matched? Or
- Provided alternate contact name, number or email to handle the scheduling dates, logistics and other questions if we cannot reach you.
- Given alternate date for contact to occur
- Confirm student’s January phone/email information
- Give student any alternate ways to reach you for last minute questions, directions, or unexpected cancellations/changes
- Provide student with written/verbal agenda for the visit?
- Provide instructions (attire, directions, parking, lunch (bring \$?), other)
- Plan for involving others (esp. alums) in your organization (group lunch, introductions, information interviews, etc.)
- Complete online evaluation form