

SPONSOR REGISTRATION FORM

CORNELL EXTERN PROGRAM – JANUARY 2012 203 BARNES HALL - ITHACA, NY 14853-1601

Please complete our on-line registration form at career.cornell.edu/alumni/volunteerOpportunities/jobShadowing.html
OR mail or fax (607/255-3060) both sides of this form to us. Questions? Email us at externprograms@cornell.edu.

Name _____ Class Year (s) _____ Gender M F
College(s) _____ Major(s) _____

- Yes, I am available for the Extern Program, January 2012.
 Yes, I am available for January 2012 and would also like to consider the FRESH Program in March 2012.
 No, I am not available January 2012, please try me again for: March 2012 January 2013

Business Information (or attach business card)

Organization _____ Title _____
Business Address _____ Floor/Suite _____
City, State _____ Zip _____ Country _____ Cell Phone _____
Telephone _____ Fax _____ Work E-mail _____
Web site (company) _____ Division/dept/project url _____
Career Field: _____

Home Address _____ Telephone _____
City, State _____ Zip _____ Country _____ Home E-mail _____

Does your email accept large attachments? We will send the student extern materials as PDFs to your business email. If you cannot receive such attachments at this email, please indicate how you wish to receive the information: Fax
 US Mail Email PDF attachment to this email address: _____

Preferred address for Extern Program correspondence (via US Mail): Business Home

Preferred method for direct student contact (check all that apply):

Business Phone Business E-mail Cell Phone Home Phone Home E-mail

Best time to reach you (check all that apply): Morning Mid-day Afternoon Evening
 Weekday After _____ a.m. Before _____ p.m.
 Weekend Other _____

EXTERNSHIP INFORMATION

I will host a student extern between January 2 and 21, 2012, for:

- 1 day 1-2 days 2 days 2-3 days 3-5 days 1 week 1-2 weeks 2 weeks Flexible
 Informational Interview Only (circle one: phone, in-person, or either) Other: _____

I would like to host: 1 student 2 students 3 students Other: _____

The student will call during the last week of November to arrange a specific date for the externship. If you know specific dates for the externship at this time, please indicate: _____.

EXTERNSHIP DESCRIPTION

Your responses to questions 1-3 will be provided to students to assist them in selecting and applying for externships.

1. Briefly describe your position responsibilities, company, and division to help students understand what you do (attach sheet if necessary).

2. Describe a potential schedule for externship activities in your organization, please be as specific as possible. For questions or assistance in developing an externship, or to request sample externship descriptions, contact Nancy Law phone: 607/255-9046 or email: NFL1@cornell.edu.

3. Please list resources that may help students research your organization (or enclose company literature):

SPONSOR REQUIREMENTS AND PREFERENCES

Students select externships based on requirements and preferences stated by the sponsor as well as a variety of personal goals (exploration of, or refining, interests within a career field and assessing "fit" with the organization, etc.). To ensure that the student who is placed with you meets your expectations, specify any requirements and preferences below.

	<u>Required</u>	<u>Preferred (but not required)</u>
College(s) _____	<input type="checkbox"/>	<input type="checkbox"/>
Major(s) _____	<input type="checkbox"/>	<input type="checkbox"/>
Class(es) _____ <i>(Sophomores, Juniors, and Seniors are eligible)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Other _____	<input type="checkbox"/>	<input type="checkbox"/>
US Citizen _____	<input type="checkbox"/>	<input type="checkbox"/>

If U.S. Citizen is required, please state why: _____

LOCATION INFORMATION (optional)

To assist students in selecting externships, please describe (as applicable) proximity to nearby cities, travel constraints, reasonable accommodations, etc.

ACCOMMODATION (optional)

Travel, lodging, and meal expense are the responsibility of the student and, therefore, make the cost of the Extern Program prohibitive for some students. If you are able to house the student(s) during the externship, please check here.

Yes, I may be able to provide housing for the student(s) placed with me.

*Thank you for your time and interest.
If you have any questions, please email Nancy Law at externprograms@cornell.edu.*