

### Key components of successful externships

- #1 Seek student input concerning career goals, interests, and expectations for the visit.
- #2 Keep student and staff informed of the best days/times and email/phone #s to reach you prior to the visit date.
- #3 Prepare a written schedule to provide structure and clarify time commitments.
- #4 Plan activities which help the student gain a better understanding of the career field; attending a staff or client meeting, as appropriate, or assign a short-term project for visits lasting longer than two days.
- #5 Provide ideas (materials, articles, web sites, etc.) for resources students may use to do research in advance re: your organization, field specialty, division, current projects/products, etc.
- #6 Introduce yourself (interests, academic/career background, Cornell student and/or alumni activities).

Thank you again for agreeing to sponsor a Cornell student in an externship. While you have a great deal of latitude in tailoring the externship to fit your needs and workload, the following suggestions might help to make the pre-visit communication and extern experience go more smoothly. Also attached is a checklist to assist with your initial conversation.

### Facilitating the extern/sponsor contact:

- Please provide updates to your contact information and an alternate contact person for questions or logistics if you are away or unreachable to the Cornell Extern Staff and your student(s).
- Students often find the initial contact with their sponsor somewhat daunting if they are unsure of your preferred method of contact (e-mail, business, home or cell phone) or the best times to reach you. Please confirm with us.
- Providing an email address (and check it regularly) during the contact period may assist in coordinating the externship.
- Notify staff and extern if you will be unreachable or on vacation between the first contact and the actual externship date(s). Sometimes students get nervous if they try to reach you and do not receive a response.
- Provide an alternate contact (assistant, colleague) with whom the extern may discuss logistics in your absence during the contact period.

### Externship Scheduling and Logistics:

1. Students have been asked to call you by December 4 at the latest to initiate conversation regarding the date(s), structure, and other details of the visit, however, feel free to initiate a call/email at a convenient time for you. When the student calls, be sure to give your work schedule, confirm the exact hours you expect them to be with you/your organization, and give specific directions to your location (and other instructions such as parking, as necessary). While the student has been informed of the duration of the externship, as indicated on the enclosed form, an externship of any length of time that is convenient for you and the student is acceptable.
2. Discuss the students' interests in advance and tell the student the range of possible activities so that you can agree on an agenda that suits both of you. Please remember that the only information the student will have about the externship is the brief written description printed on your sponsor form.
3. If you think it would be helpful, send the student material about your organization or your position (current projects, vendors, or products) in advance. You might also suggest other readings or sources he/she may use to research your work/organization if you think it appropriate.
4. If your office environment demands that the student dress in a certain way, it is both appropriate and advisable to mention that when the student calls. If there is not a "dress code", please mention your expectations with regard to student attire so you will both feel comfortable.
5. Please try to meet with the student when he or she first arrives to clarify the goals for the externship and to provide a written or verbal agenda for the time period. If the student will be expected to do a project, please explain it clearly and describe how it fits into your work. If the student will be shadowing you or meeting with others, it will be helpful for the student to know what your expectations are (especially with regard to cell phones, other technology, lunch time, etc.)

**Questions?** Please call or email Nancy Law '84, Cornell Career Services, 607/255-9046, NFL1@cornell.edu.

**Insurance Coverage:** *Some sponsor's organizations will have liability provisions for visitors or volunteers with the organization, others may not. Feel free to ask your student to sign any liability, confidentiality or other forms that are standard for interns or other short-term visitors to your organization. We publish the following statement for student participants:*

I understand that Cornell does not provide liability insurance for me as a participant in the Cornell Extern Program and that I should discuss with my sponsor what insurance coverage the sponsor provides for me, if any. I understand that I participate in the Cornell Extern Program voluntarily and separate from Cornell University, and that the University is not responsible in the event I suffer personal injury, accident or personal loss or for claims against me resulting from my participation in the program or with the sponsor.

**Student limited liability insurance:** If your organization requires that a student have liability coverage to complete the externship, this new option will hopefully allow the student to participate. Please notify Nancy Law in advance, so your student extern will be included on the coverage list this cycle.

**Hold Harmless Agreement** *(The following is included in each student's signed statement of participation. If you wish to receive a copy of the more in-depth Hold Harmless form that each extern signs, we would be happy to send it to you.):*

In exchange for my participation in the externship program, I, the undersigned, agree on behalf of myself, my assigns, executors, and heirs, to release, indemnify, and hold harmless Cornell University, its trustees, officers, agents and employees for any and all liability, damage, claim of any nature whatsoever arising out of or in any way related to my participation in the externship program, including any act or omission of any third party (Rescue Squad, Hospital, etc,...), other than those arising out of the sole negligence of Cornell University.

**NEW Recognition thank you letters available:** If your participation with Cornell and the Extern Program would contribute to your organization's branding or service activity, and would benefit you for promotion or annual review purposes, please complete the Extern Sponsor evaluation and include to whom we should address such a letter. You may include the language we should include for your organization (i.e. branding, outreach, community service, etc.).

**NEW Sponsor Networking searchable link:** Starting this Fall, we will provide a searchable database online, accessible through your Extern username and password, that allows you to find other Cornellians and extern sponsors working at your organization, in your career field, or geographic area. We find that several sponsors work together to coordinate their students' visits, and that often Cornellians do not know the other alumni at their organization. We hope to hear your feedback so we can improve this new opportunity to find and network with each other.

**It is Cornell Career Service's policy to publish this non-discrimination statement in programs involving students:**

Cornell University's policy prohibits discrimination or harassment on the basis of race, color, national or ethnic origin, religion, sex, sexual orientation, age, handicap, or veteran status in the recruitment and employment of faculty and staff or the operation of any of its programs and activities as specified by federal, state, and city laws and regulations.