

SPONSOR REGISTRATION FORM

CORNELL EXTERN PROGRAM – WINTER 2014 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, either January 2-20, 2014, or February 15-18, 2014.
 Yes, I am available for January 2014 and would also like to consider the FRESH Program in March 2014.
 No, I am not available January 2014, please try me again for: March 2014 January 2015

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 _____

We will send the student's Extern materials to your business mail. If you cannot receive such attachments at that email, please indicate an alternate email for this purpose: _____

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 18, 2014, 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(s) will call during the last week of November or first week of December to arrange a specific date for the externship.

If you are only available on specific days or dates for the externship, please indicate those here: _____.

If there is an assistant or colleague who should also be listed to receive materials (or calls regarding your participation), please provide this information: Name and Title: _____ Phone: _____

Email: _____

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 what a student may see or do during your externship. Please be as specific as possible. If available, please provide a potential schedule for externship activities in your organization. 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. Aside from your company website provided earlier, please list resources that may help students research your organization (or forward links to company literature):

SPONSOR REQUIREMENTS AND PREFERENCES

Students select externships based on preferences and requirements 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>Preferred (but not required)</u>	<u>Required</u>
College(s) _____	<input type="checkbox"/>	<input type="checkbox"/>
Major(s) _____	<input type="checkbox"/>	<input type="checkbox"/>
Class Year(s) _____ <i>(Sophomores, Juniors, Seniors, and some graduate students 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.*