

## SPONSOR REGISTRATION FORM—DEADLINE: JANUARY 17, 2012

### CORNELL FRESH PROGRAM – MARCH 2012 203 BARNES HALL - ITHACA, NY 14853-1601

Please complete our on-line registration form at [career.cornell.edu/alumni/volunteerOpportunities/jobShadowing.html](http://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](mailto:externprograms@cornell.edu).

Name \_\_\_\_\_ Class Year (s) \_\_\_\_\_ Gender M F

College(s) \_\_\_\_\_ Major(s) \_\_\_\_\_

- Yes, I am available for the FRESH Program, March 2012.  
 Yes, I am available for March 2012 and would also like to consider the Extern Program in January 2013.  
 No, I am not available March 2012, please try me again for:  January 2013  March 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 FRESH 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 March 17-25, 2012 for:

1 day  1-2 days  2 days  2-3 days  3-5 days  1 week  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 first week of March 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](mailto:externprograms@cornell.edu).*