

## **FRESH SPONSOR TIMELINE**

### **Register for March 2013 externship:**

- For early applications: January 10, 2013
- For late applicants: January 28, 2013

### **Notification of status:**

- Sponsors receive an email by February 13 if you have received a match for your externship (earlier if fully matched in Round 1).
- Sponsors who are unmatched will be notified shortly after February 27, as we continue to seek a match as long as possible.

### **Student Materials:**

You will receive an email with documents to introduce your student's interests and background around February 20 (a resume and answers to introduction questions).

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

- Students must attend an orientation session at the end of February, at which they receive your contact information.
- Students contact sponsors to discuss the visit, February 25-March 4. You may contact your student during this time period, if you wish.

### **Register for January 2013 Winter Extern program for sophomores, juniors and seniors. Visits occur January 2-19, 2013:**

- Application Round only designates when students may apply. Register as a sponsor by September 10, 2012, for Round One applications or October 15, 2012, for Round Two.
- We will add new sponsors as they are received until October 29.

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

- Complete or update sponsor registration form
  - Extern Rnd 1 9/10/12
  - Extern Rnd 2 10/15/12
  - FRESH 1/14/13
  
- 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/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 or
- 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.)
- Completed online evaluation form