

FRESH SPONSOR TIMELINE

Register for Spring Break 2014 (March 29-April 7, 2014) externship:

- For early applications: January 9, 2014
- For late applicants: January 27, 2014

Notification of status:

- Sponsors receive an email by February 12 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 26, 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 19 (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. You may contact your student during this time period, if you wish.

If available, consider the January 2014 Winter Extern program for sophomores, juniors and seniors. Visits occur January 2-20, 2014, or February 15-18, 2014:

- Application Round only designates when students may apply. Register as a sponsor by September 9, 2013, for Round One applications or October 14, 2013, for Round Two.
- We will add new sponsors as they are received until October 28.

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

- Complete or update sponsor registration form
Extern Rnd 1 9/9/13
Extern Rnd 2 10/14/13
FRESH 1/14/14

- Provide current email address? (business and home?) AND
- Checked filter/ability to receive email and student materials attachments from us?
NFL1@cornell.edu and externprograms@cornell.edu
- Provide current business and contact information?
- Updated externship description (for position, responsibility or employer changes)
- Updated specific January/February/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 and other questions if we cannot reach you.
- 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.)
- Complete online evaluation form