

EXTERN PROGRAMS SPONSOR TIMELINE

New sponsor emails sent to alumni (allowing time to obtain approval to host a visitor)

- Early August for Winter Extern Program; reminder sent approximately September 1 for Round 1. Reminder sent October 1 for Round 2.
- Early December for FRESH Program (late March). Reminder sent January 2 for Round 1.

Register for January or mid-February 2014 externship:

- For Round 1 applications: September 9, 2013.
- For Round 2 applications: October 14, 2013.

Notification of status:

- Winter sponsors receive an email approximately November 15, if they have received a match for your externship (earlier if fully matched in Round 1).
- Sponsors who are unmatched will be notified shortly after Thanksgiving, as we continue to seek a match as long as possible.

Student materials:

Matched sponsors will receive an email with documents to introduce your student's interests and background prior to Thanksgiving (a resume and introduction questions...introducing your student's interests, goals, and questions).

Contact period to discuss date(s) and logistics of externship:

- Students must attend an orientation session, before or after Thanksgiving, at which they receive your contact information.
- Students contact sponsors to discuss the visit, November 25-December 9. You may contact your student during this time period, if you wish.

Register for March 2014 FRESH externship:

- Deadline for greatest visibility with students: January 13, 2014.
- We will add new sponsors as they are received, until February 1.

“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