

# Cornell Extern Program 2012 – Open Round Application Instructions

## BEFORE STARTING YOUR EXTERN APPLICATION, DETERMINE:

- ❑ Your **eligibility**. The program is open to matriculated sophomores, juniors, and seniors. Previous externs must have completed all assignments and evaluations.
- ❑ Your **availability**. Have a flexible winter break schedule with at least 7 to 10 days open between January 2 and 21, 2012. Sponsors—not you—determine the externship dates.
- ❑ Your **time constraints**. The application process includes two distinct steps and several essays once matched to a sponsor. The process takes between 3 and 4 hours (or longer, if you need to write a resume, in addition to writing essays).
- ❑ Your **commitment**. By signing up for an externship through Open Round, you are committing to complete the application, attend the required orientation, and follow-through with attending the externship as assigned. Withdrawal or cancellation after placement will lead to loss of eligibility for future winter externships through CCS.

## OPEN ROUND HAS THREE DISTINCT PROCEDURES BASED ON YOUR STATUS:

- ❑ **Unmatched students from Round 1 or 2:** Email a list of your desired externship numbers to NFL1@cornell.edu before 10:00 am, November 11.
- ❑ **Matched students from Round 1 or 2 who wish to apply for a second externship:**  
If your externship lasts 3 days or less, you are eligible to come to Open Round at Barnes, 4-6 pm only.
- ❑ **NEW applicants who did not complete an application Round 1 or 2:**
  - Find the Extern Program website via “Quick Links” at career.cornell.edu, see below for the application details.
  - Complete Parts A, B, and C (except section G and essay 1c.) **before** November 11.
  - Come to the Open Round Sign-Up with a list of externships you are interested in and meet requirements for.
  - Step 1, Part C, section G (choices), essay 1c., and Step 2, Part D, are completed during the Open Round at Barnes.
  - The 1c. and Part E essays must be submitted by 12:00 noon on Monday, November 14.

## STEP 1: PRELIMINARY APPLICATION – Must be completed before November 11.

- ❑ **Part A: Create a one-page resume.**
  - Name your resume as follows: your NetID\_Ext12\_open.pdf; for example, NFL1\_Ext12\_open.pdf.
  - Avoid formatting errors by saving your resume as a .pdf before uploading it.
- ❑ **Part B: CCNet.** *CCNet is accessed through the logo on the lower right-hand corner of the CCS home page.*
  - Update your career profile (class year, major, etc.) and upload your Extern resume to your account.
  - Publish your resume to the 2012 Extern Program Open Round Resume Book.
- ❑ **Part C: The online application. You must complete all sections except “G” and 1c. before Open Sign-Up, November 11.**

This part of the application process “registers” you with the current Extern Program and provides all basic academic and contact information. You will be asked to: Read and agree to the Extern Participation Agreement and write and enter your personal introduction essays; see page 2 for information on what we are expecting.

*Optional:* If you are applying to externships in different career fields, you have the option to write different essays for different listings, if you wish.

## STEP 2: OPEN SIGN-UP DAY AND MATCHED PLACEMENT ACCEPTANCE AND ESSAYS

- ❑ **Part D: Open Sign-Up**, 203 Barnes, Friday, November 11, (unmatched or new applicants, 2:00-5:00 pm; matched applicants in Round 1 or 2 who want a second externship, 4:00-5:00 pm).
  - Before coming into 203 Barnes, check the Externship Availability Board outside of 203 Barnes, to see if your listing choices are still open. (If not, you may review the listing notebooks in 203 Barnes to find alternate choices, then check the board again for availability.)
  - When you have selected a choice, Extern staff will check the master database, and if still open, enter your selected and assigned externship in person. Assignments are on a first-come, first-served basis.
  - Once you have signed up, use the decision link from the Extern website to indicate your acceptance.
- ❑ **Part E: Matched Externship Essays**
  - Explain in detail **how** you meet the specifications stated in “Other Requirements” or “Other Preferences,” if you selected a listing choice that requires these.
  - Write and enter your essays specific to the externship you have accepted; see page 2 for information for information on what we are expecting.

**SAVE THE DATE: REQUIRED EXTERN ORIENTATION ON NOVEMBER 16 OR 18, 5:00 PM**

## WHAT ARE WE LOOKING FOR IN YOUR RESPONSES?

Your Step 1 essays will introduce you, your interests, and your goals to the Extern reviewer and sponsor (1a. and 1b. are required **prior** to coming to 203 Barnes on November 11). Your responses in Step 2 explain how your interests are a good fit for a specific externship, articulate your questions and goals for the visit, and suggest activities or topics that would help you attain those goals. If you are matched with an externship, your responses will be sent to the sponsor. We may ask students to rewrite responses that are not adequately developed. Be sure to **proofread** your responses prior to submitting.

Be **genuine** and **sincere** in your answers. A sponsor will be able to tell if you are writing a “canned” response. There is a **word minimum** for each question, and it may be helpful to review the samples online to get a feel for the length and depth of response that we are seeking ([career.cornell.edu/externProgram/forms.html](http://career.cornell.edu/externProgram/forms.html)). Note that sample responses use examples or descriptions, not simple statements such as “to learn about medicine.”

### WRITING YOUR PERSONAL INTRODUCTION ESSAYS (STEP 1, PART C)

**Question 1a: Describe your academic fields of interest and what careers you are considering or exploring (100 word minimum).** Tell us the majors you are considering and/or why you chose your major. What careers interest you, and why? Use examples: Maybe something you saw, read, or did opened your eyes to a potential topic or career field. Perhaps you have always thought about a field, and can give an example of how you explored it as a child and developed it more fully in college (study abroad? research? internships? student organizations? hobbies?).

**Question 1b: Explain how the Extern Program would help you explore your interests or better define your career direction (50-100 word minimum).** Assess where you are in your career development. Are you sure of your direction, or exploring possibilities? Are you thinking of the Extern Program as an opportunity to look at a new field, or a chance to delve more deeply into something you already have experience with? How will you take advantage of a sponsor’s expertise? Are you trying to determine the best kind of work environment for you?

**Question 1c. Give reasons why you selected this specific sponsor's externship (100-word minimum).** How does **this** externship description relate to your interests or career fields that you described in 1a and 1b? What about this listing excites you, and why? (e.g., Was a sponsor in your college/major? Is it a position you have never heard of before? Is it related to a hobby that you never thought could lead to a career opportunity?) If your background does not “point” naturally to this field, then explain.

**Explain in detail how you meet the specifications in “Other Requirements” or “Other Preferences.”**

Be sure to address the sponsor’s request or statement specifically.

- A request for particular interest or background, such as maturity, or being comfortable in a specific type of work environment such as a correctional facility, will usually require at least a 75-100 word response; include examples.
- Many sponsors simply request confirmation that you meet certain requirements, such as GPA, transportation, proof of vaccinations, liability or confidentiality statements, etc. For these you can use phrases such as: *I am willing to... I understand I must... or I can provide proof of....*

### WRITING YOUR (STEP 2, PART E) MATCHED EXTERNSHIP ESSAYS

The sponsor will want to know why, specifically, you are interested in this externship opportunity. S/he will ask us why you were matched if there is little relevance between your stated interests or experiences and the opportunity. It must be clear that the position—not just the name of the company—is appealing to you and why. Remember that externships are NOT a “back door” into an organization or a department that is not related to the sponsor’s area.

**Question 2a. List 7-10 specific questions you would like answered during this extern experience (100-word minimum).** Think about this sponsor’s position and externship description, and tailor your questions to the sponsor’s Cornell background, career field, organization, and position. If you are having difficulty thinking of questions to ask, see the *CCS Career Guide* for sample information interview questions.

**Question 2b. Describe or list the extern activities that would help answer your questions or meet your career goals (100-word minimum).** Briefly list or describe your goals for this experience. What do you hope to learn? Do you want to discover what is possible or realistic for a new graduate at the entry level or mid-career? If the sponsor describes potential activities, which ones seem particularly interesting to you? How will they help you meet your goals? If the sponsor does not include potential activities, describe some activities that you believe would help you meet your learning goals (e.g., tour of company, observing a meeting or daily procedure, information interviews, etc.). Be sure that your response relates to the externship description. For example, if an opportunity is an information interview only, do not list shadowing activities. You can use other listing descriptions for ideas of activities. Remember to keep these in your mind as suggestions, however, not as expectations.