

Cornell Extern Program 2014 – Round 1 Application Instructions

BEFORE STARTING YOUR EXTERN APPLICATION, consider the following:

- Read the “Is the Extern Program for You?” webpage to ensure you are **eligible** for an externship, and understand the purpose and learning goals for the Extern Program.
- Check your **availability**: do you have a flexible winter or February break schedule with at least 5-7 business days open between January 2 and 20, 2014. Sponsors—not you—determine the externship dates.
- Consider **costs**: all expenses related to travel, accommodation, meals, etc. are the responsibility of the student.

Attend an **Extern Information Session**, September 11 or 23, 5:00 pm in Lewis Auditorium, Goldwin Smith, or listen to the audio recording at the CCS Media Site if you miss the live sessions.

Find the Extern Program websites at career.cornell.edu/Students/Exploring Options.

APPLICATION PROCESS OVERVIEW

We have designed new tools to streamline the application process. Review the steps below and your checklist for details.

1. **REGISTER**: Initiate your Extern registration, and follow your timeline checklist carefully.
 - Our NEW tracking checklist: this tool will walk you through all application steps and requirements, allow you to check off the steps as you complete them, and track the progress of your application review by Extern staff. If matched, you will view your assigned sponsor and acknowledge your placement via this document.
2. **2014 EXTERNSHIPS**: Review sponsor listings, and select choices based on your interests and externship goals.
 - The NEW extern worksheet will allow you to store any listings you find online and with one click, move them to your worksheet for further review and prioritizing before making your final choices.
 - You may select up to five listings to apply to; however, you may apply to fewer than five if you do not find appropriate listings to meet your goals.
3. **RESUME**: Create a one-page resume, upload it to your CCNet account, and publish it to the Extern Round 1 Resume Book via CCNet.
 - Only one-page resumes will be accepted.
4. **APPLICATION, CHOICES, and ESSAYS**: Complete the online application, which includes: biographical information, agree to the participation agreement, externship choices, and introduction essay responses.
 - You must meet any sponsor requirements. These factors -- class, college, major or citizenship -- are determined by your University Registrar status. Should you feel you meet requirements, have your Registrar email NFL1@cornell.edu to confirm any changes to your University Registrar status.
 - Not sure what to write in your introduction essays? View our outline of expectations and suggested topics (reverse side).

TIP: Resumes and introduction essays are sent to your assigned sponsor. Proofread your answers on "preview" page, and save a back-up copy of your responses as a Word document. See special format instructions for Personal Introduction Essays if you must submit your answers via email due to server or system issues.

See Placement Guidelines for details on program goals and the matching process.

Round 1 Deadline is September 30: the deadline time is staggered by class year. Sophomores—12:00 noon; Juniors—2:00 pm; Seniors—4:00 pm.

IMPORTANT: To avoid server delays or freezing due to volume overload on September 30, make every effort to complete your introduction essays at least 12 hours prior to your deadline time! There will be no extensions due to server accessibility problems.

WHAT ARE WE LOOKING FOR IN YOUR INTRODUCTION ESSAY RESPONSES?

I. Your question 1 essay will introduce you, your interests, and your goals to the Extern reviewer and sponsor. 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 (<http://www.career.cornell.edu/students/options/extern/samples.cfm>). Note that sample responses use examples or descriptions, not simple statements such as “to learn about medicine.”

If you are matched with an externship, your responses and resume 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.

Question 1: Explain how and why an externship would help you to explore your academic and career interests (75-200 words). Tell us the majors you are considering and/or why you chose your major. What careers interest you at this point, 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?). 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?

II. Your responses to questions 2 and 3 explain how your interests are a good fit for a specific externship and articulate your questions and goals for the visit. If you are matched with a 1-day or longer externship, you will be asked to suggest activities or topics that would help you attain those goals. 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 2. What do you find appealing about this specific Externship/Information Interview and how does it relate to your interests and goals? (75-200-words) How does **this** externship description relate to your interests or career fields that you described in question 1? 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. 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?

Question 3. List 5-7 specific questions (beyond the basic ones) you would like answered during your externship or information interview. (50-word minimum) Go beyond the basics, those questions that sponsors expect you to ask (their academic/career background, or daily activities). 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.

III. The following responses will only be required if your listing choice warrants it, based on length and requests.

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...*

Check off or describe the extern activities that would help answer your questions or meet your career goals (will be required if you apply to listings lasting 1 day or longer). You will see a checklist of extern activities that many sponsors may offer. Check as many as you wish. You may also briefly list or describe specific activities you hope to do. For example, if you want to discover what is possible or realistic for a new graduate at the entry level or mid-career, you may ask to meet a variety of sponsor colleagues, or individuals in a specific department or role. If the sponsor describes potential activities, which ones seem particularly interesting to you? Be sure that your response relates to the externship description. You can use other listing descriptions for ideas of activities. Remember to keep these in your mind as suggestions, however, not as expectations.