

What is the Extern Program?

The Extern Program is an opportunity for Cornell undergraduate upperclassmen (sophomores–seniors) to be matched with a brief, career exploration focused externship (in the form of an information interview or on-site visit) of their choice to get an insider's view of an organization, career field, or position. This program takes place during Winter Break.

Through various activities determined by the sponsor—observing meetings, discussing specific jobs and careers with the host and their colleagues, observing the sponsor's daily activities, or participating in organization tours—you will learn how to articulate a deeper knowledge of the field you are exploring, network more effectively, research organizations, and prepare appropriate questions for future contacts and employers. The Externship Program is *not* a job or internship service for students interested in working for an extern sponsor's organization.

Externships are available in various career fields and geographic locations across the U.S.

Considerations for Applicants

Eligibility. The program is open to matriculated Cornell sophomores, juniors and seniors from all colleges.

Availability. All externship visits take place over Winter Break, December 18, 2015–January 26, 2016. Sponsors specify the date(s) and length of externships (shadowing activity: generally one to five days). Students must have a **flexible schedule** during the externship period in order to accommodate the sponsor's schedule.

Placement Priorities. Placement is based on a variety of factors including sponsors' requirements and the number of applicants for opportunities available for any given sponsor.

Expenses. Students are responsible for all expenses related to the externship, including airfare/travel, housing, meals, etc.

Online Application Procedures. Additional details about the program including application instructions can be found at career.cornell.edu... Students... Exploring Options... Extern Program. Initiate an application and follow the checklist to ensure timely completion of all requirements.

Important Dates and Deadlines

September 15	Extern Listings Available Online
September 30	Extern Program Information Session; 5:00 pm, 101 Phillips Hall
September 30–October 26	Round 1 Application Period
October 26	Round 1 Application Deadline; Sophomores 10:00 am, Juniors 12:00 pm (noon), Seniors 8:00 pm
November 3–30	Round 2 Application Period
November 30	Round 2 Application Deadline; Sophomores 10:00 am, Juniors 12:00 pm (noon), Seniors 8:00 pm
December 6	Required Online Orientation Deadline; 12:00 am (midnight)
December 8	Contact Period Deadline (students should have initially contacted sponsors)
December 18–30 or January 2–26, 2016	Extern Visit Period