

Cornell Extern Program

Cornell Career Services

Meet with Alumni for Career Exploration During Winter Break

What is an Externship?

An externship is a short-term job-shadowing experience or information interview that provides an opportunity to learn more about a career field. Cornell's program allows sophomores, juniors, or seniors to visit Cornell alumni at their place of work during January Break.

Through various activities determined by the sponsor—such as discussing specific jobs and careers with the host's colleagues, observing the sponsor's daily activities, attending meetings or tours—you will learn how to articulate a deeper knowledge of the field you are exploring, how to network more effectively, and to research organizations and prepare appropriate questions for contacts and employers.

Externships are available in various career fields and geographic locations around the world. The Extern Program is NOT a job search service for students interested in working for an Extern organization.

Questions? Come to an information meeting, see Extern Program website, or email externprograms@cornell.edu.

Important Considerations for Applicants

Eligibility. The program is open to matriculated Cornell sophomores, juniors, and seniors. Graduate students may apply during Grad Round.

Availability. The Extern Program takes place only during January break. Sponsors specify the date(s) and length of externships (shadowing activity: generally one to three days). Students must have a **flexible schedule** during this period in order to accommodate the sponsor's schedule.

Placement Priorities. Placement is based on a variety of factors including sponsors' requirements, well-written introduction essays, and the number of applicants for opportunities available with any given sponsor.

Expenses. Students are responsible for paying their own expenses and for making all arrangements, including housing and transportation. Students do not receive academic credit from Cornell or pay from the sponsor.

Extern Travel Grants. A limited number of students in Medicine/Health or Business/ Banking/Consulting may receive funding to assist with transportation and housing expenses. A separate online application must be completed. See the Extern website for details.

Online Application Procedures

The application instructions and externship descriptions will be available online at career.cornell.edu...Students...Exploring Options...Extern Program. Initiate a registration, and follow your application procedure checklist to ensure timely completion of all requirements.

Important Dates & Deadlines

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| September 10-29 | Round 1 Application Period; review Extern website for guidelines, listings, and procedures. |
| September 10 or 22 | General Information Meeting; 5:00-6:00 pm, B14 Hollister Hall. |
| September 29 (Monday) | DEADLINE: Round 1 Online Application; see checklist for deadline time by class. |
| October 15-October 27 | Round 2 Application Period (includes new listings and externships not filled in Round 1). |
| Oct. 27 (Monday) | DEADLINE: Round 2 Online Application; see checklist for deadline time by class. |
| November 7 (Friday) | Grad Student Round; see website for procedure and location. |
| November 14 or | Extern Orientation Meeting (attending one is MANDATORY for new participants); 5:00-6:00 pm, Lewis Auditorium, Goldwin Smith Hall. |
| November 17 | Extern Orientation Meeting (attending one is MANDATORY for new participants); 5:00-6:00 pm, B14 Hollister Hall. |
| November 19-December 5 | Initial Contact Period; students contact sponsors to discuss dates/logistics. |
| January 2-20 | Extern Period; students complete their assigned externships and the online evaluation. |

career.cornell.edu

externprograms@cornell.edu

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University (incl. Graduate School) • 103 & 210 Barnes
Agriculture & Life Sciences • 140 Roberts
Architecture, Art, & Planning • 103 Barnes

Arts & Sciences • 248 East Ave
(Between Goldwin Smith and Lincoln Hall)
Engineering • 201 Carpenter

Hotel Administration • 180 Statler
Human Ecology • 172 MVR
ILR • 201 Ives