

SPONSOR REGISTRATION FORM

CORNELL EXTERN PROGRAM – WINTER 2015 203 BARNES HALL - ITHACA, NY 14853-1601

Please complete our on-line registration form at http://ccs.career.cornell.edu/Extern_Fresh/SponsorExternPages.php
OR mail or fax (607/255-3060) both sides of this form to us. Questions? Email us at externsponsor@cornell.edu.

Name _____ Class Year (s) _____ Gender M F
College(s) _____ Major(s) _____

- Yes, I am available for the Extern Program, January 2-20, 2015.
 No, I am not available January 2015, please try me again for: March 2015 January 2016

Business Information (or attach business card)

Organization _____ Title _____
Business Address _____ Floor/Suite _____
City, State _____ Zip _____ Country _____ Cell Phone _____
Telephone _____ Fax _____ Work E-mail _____
Web site (company) _____ Division/dept/project url _____
Career Field: _____

Home Address _____ Telephone _____
City, State _____ Zip _____ Country _____ Home E-mail _____

We will send messages and announcements to your business mail, unless otherwise directed below.

Preferred address for Extern Program correspondence (contacts and US mail): Business Home

Preferred method for direct student contact (check all that apply):

- Business Phone Business E-mail Cell Phone Home Phone Home E-mail

Best time(s) to reach you: _____

EXTERNSHIP INFORMATION

I will host a student extern between January 2 and 20, 2015, for:

- 1 day 1-2 days 2 days 2-3 days 3-5 days 1 week 1-2 weeks 2 weeks Flexible
 Informational Interview/Lunch Meeting Only (circle one: phone, in-person, or either) Other: _____

I would like to host: 1 student 2 students 3 students Other: _____

The student(s) will call during the last week of November or first week of December to arrange a specific date for the externship.

If you are only available on specific days or dates for the externship, please indicate those here: _____.

If there is an assistant or colleague who should also be listed to receive materials (or calls regarding your participation), please provide this information: Name and Title: _____

Phone: _____ Email: _____

ORGANIZATION INFORMATION

Is your organization?

For Profit

Non-Profit

Is its reach?

Global

Regional

Local

Home-based/Start-up

EXTERNSHIP DESCRIPTION

Your responses to questions 1-4 will be provided to students to assist them in selecting and applying for externships.

1. Briefly describe your roles, responsibilities and organization to help students understand what you do and what they may learn about from an externship visit/meeting.

2. Describe the activities that a student may observe or participate in during an externship at your organization (this can include a possible schedule you have in mind). If you offer an information interview, please describe the topics that may be discussed during the meeting.

3. Briefly list any previous industry/field in which you have worked.

4. Please list resources that may help students research your organization:

SPONSOR REQUIREMENTS AND PREFERENCES

We hope you will consider hosting a student from any class year, college, major, or citizenship. Students select externships based on requirements and preferences stated by the sponsor as well as a variety of personal goals (exploration of, or refining, interests within a career field; assessing "fit" with the organization, etc.). Some organizations do require visitors and hires to have specific qualifications, and we offer you the option to specify these requirements and preference to assist us in the matching process.

I have <u>no</u> requirements or preferences for my student extern.		<u>None</u> <input type="checkbox"/>	
		<u>Preferred (but not required)</u>	<u>Required</u>
College(s)	_____	<input type="checkbox"/>	<input type="checkbox"/>
Major(s)	_____	<input type="checkbox"/>	<input type="checkbox"/>
Class Year(s)	_____	<input type="checkbox"/>	<input type="checkbox"/>
	<i>(Sophomores, Juniors, Seniors, and some graduate students are eligible)</i>		
US Citizen	_____	<input type="checkbox"/>	<input type="checkbox"/>
If U.S. Citizen is required, please state why: _____			
Other	_____	<input type="checkbox"/>	<input type="checkbox"/>

LOCATION INFORMATION (optional)

To assist students in selecting externships, please describe (as applicable) proximity to nearby cities, travel constraints, reasonable accommodations, etc.

ACCOMMODATION (optional)

Travel, lodging, and meal expense are the responsibility of the student and, therefore, make the cost of the Extern Program prohibitive for some students. If you are able to house the student(s) during the externship, please check here.

Yes, I may be able to provide housing for the student(s) placed with me.

*Thank you for your time and interest.
If you have any questions, please email Nancy Law at externsponsor@cornell.edu.*