

Guidelines for New Sponsors

Cornell Career Services would again like to thank you for agreeing to sponsor a Cornell student in an externship. This program could not be possible without your commitment and interest in providing an amazing opportunity for current Cornell students. The following suggestions are here to help make the extern experience go more smoothly.

What Should I Expect When Matched with My Extern?

Please be sure to read the “Program Structure” page and the “Important Dates and Deadlines” table found at: <http://www.career.cornell.edu/alumni/host/Fresh/index.cfm>. This information will help you to anticipate upcoming program events and deadlines and to understand how the program works.

After the deadlines for each matching round has passed, students are notified that they are matched and they are instructed through their checklist to complete a mandatory online orientation and quiz to prepare for the externship. Once students have successfully passed the quiz, both you and the student will be emailed each other’s contact information. It is expected that the students initiate contact with you by the deadline outlined in the “Sponsor Contact Period” found on the FRESH homepage at: <http://www.career.cornell.edu/students/options/FRESH/index.cfm>. If you have not heard from your student during this time period, please contact the Extern Staff at externsponsor@cornell.edu, so that we may assist you in determining what is causing the delay.

To help you in your externship planning, some suggestions for activities and topics for discussion are outlined on the back of this handout.

Communicating With Your Extern

The initial communication between the sponsor and extern allows for the externship to be adjusted to what both you and the student want to get out of the experience. If the main form of contact between you and the student is via email, it is suggested that at least one conversation is through phone or Skype. This will allow for a formal introduction to your student and makes discussion or planning easier.

Depending on the formality of the externship, some students may see you as a mentor. Your student may ask about your time at Cornell, your major and your life outside of Cornell (Careers, Grad School, etc.) Share what you are comfortable sharing. If there were any great experiences in college that you believe the student should do or if you have advice of what you would have done differently in college, feel free to relay this advice to the student.

Remember that students should NEVER ask for a job or internship. If a student does ask, kindly decline the inquiry. Students should not be expecting a job opportunity from the FRESH experience. (However, if you wish to extend an offer to the student, feel free to do so.)

It is Cornell Career Service’s Policy to publish this non-discrimination statement in programs involving students:

Cornell’s policy prohibits discrimination or harassment on the basis of race, color, national or ethnic origin, religion, sex, sexual orientation, age, handicap, or veteran status in the recruitment and employment of faculty and staff or the operation of any of its programs and activities as specified by federal, state, and city laws and regulations.

How Will the Student Benefit from FRESH?

The main purpose of the FRESH Program is to allow a student to get an insider’s view of a career field by either talking with and/or visiting a sponsor’s workplace. With your help, we hope that the externship will provide students with the following:

- Brief exposure to a field of interest.
- Guidance and advice on careers and academic preparation.
- How to locate more information about a career field or other options discussed through resources or suggested contacts.

Planning The Externship

If you are offering an onsite visit:

Introductions

- Determine student's questions and goals for the externship. Ask the student what they would like to learn from this experience and why they were drawn to apply for your specific externship.

Plan activities

- Tell the student what you could offer through this experience and ask if the student has any requests for meetings/information interviews with other departments, a tour of the organization, an opportunity to talk with the HR department to learn about typical entry-level positions, opportunity to observe a meeting/surgery, etc.

Discuss/Explain Logistics

- When is the ideal time for the externship to start? Establish a set of days that work for both you and the student.
- Discuss workplace culture and professional environment expectations
 - Will it be a more casual setting?
 - Workday (**time to arrive and leave**)
 - Appropriate dress and appearance,
 - Including acceptance of body piercing,
 - Unusual hairstyles or color
 - Lunch options/arrangements
 - Confidentiality, etc.
- Determine date(s) for externship.
- Directions to externship site
- When/where you will meet
- Special arrangements (parking, security checks, housing [if offered to student], etc.)
- Confirm campus/winter break phone numbers and
- E-mail for student and date when leaving campus

Agree on follow-up and next steps

- Student to call on (date) _____ to confirm participation and discuss agenda
- We suggest sending the student material about your organization or your position (current projects, vendors, or products) in advance.

If you are offering an Information Interview:

Possible Discussion Topics

- Share your story: College experiences, degrees, career decisions and choices, how you got to where you are.
- Explain what you do, your responsibilities, the kinds of problems you deal with and decisions you have to make.
- Why does this type of work interest you and how you learned about it.
- Explain your workplace culture and what professional behavior means in your organization and field.
- Your academic preparation and what courses you took or wish you had taken that would be helpful to be successful in this position or field.
- Coming changes in your field, growth opportunities, issues to be aware of or to avoid.

Wrapping It Up/Next Steps

- Suggest resources students could use to learn more about your field such as professional organizations, websites, journals, etc.
- Offer recommendations on coursework or experiences the student should consider if they want to get into your field.
- Offer contacts of colleagues or friends that you think would help this student to learn more.
- Offer to speak to the student again at a future date if that feels comfortable to you.