

## **AUGUST / SEPTEMBER**

- An email announcement will be sent to all students explaining the Extern Program.
- Externships become available on Handshake for viewing on August 29<sup>th</sup>.

## **OCTOBER**

- Student researches externship opportunities in Handshake and identifies top 3 choices.
- Attend the Extern Process Made Easy workshop on Wednesday October 5<sup>th</sup> at noon. Attendance strongly recommended and will be considered when student assignments are created.
- Student submits application, essay, resume and top 3 choices through Handshake no later than Wednesday, October 19<sup>th</sup> at 5:00 pm.
- Notification of externship assignments sent via email by Thursday, October 27<sup>th</sup>.
- Student accepts and confirms matched externship assignment by Thursday, November 3<sup>rd</sup>, including submission of electronically signed Assumption of Risk and General Release waiver.

## **NOVEMBER**

- Unconfirmed assignments will be dropped and externship may be given to another student.
- Extern Sponsors receive names and application materials of matched student.
- Student attends mandatory Extern Program Orientation to be held Wednesday, November 9<sup>th</sup> at noon.
- Student emails Extern Sponsor to set up phone appointment to discuss externship details on November 9<sup>th</sup>.
- Phone conversation with Extern Sponsor to discuss externship details between November 9<sup>th</sup> and November 16<sup>th</sup>.
- Student submits mandatory Extern Call Response form to CPD by Thursday, November 18<sup>th</sup> by email to [externships@ursinus.edu](mailto:externships@ursinus.edu) or by hardcopy to 110 Bomberger hall.

## **DECEMBER**

- Student and Extern Sponsor continue communications by email and/or phone.

## **JANUARY**

- Student emails Extern Sponsor to confirm details on the Call Response form one week prior to externship start date.
- Externships take place during January 2-6, 2023 or January 9-13, 2023.
- Student sends thank you letters to hosts upon conclusion of Externship.
- Student copies [Externships@ursinus.edu](mailto:Externships@ursinus.edu) on the email for the Extern Sponsor thank you letter by January 18, 2023. Recommended to send the thank you letter within 48 hours of the last day at the externship.
- Student completes Student Evaluation survey.
- Student must remain in good academic and disciplinary standing to attend the externship.