

## **EXTERN PROGRAM-SPRING**

### **JANUARY - FEBRUARY**

- Externships become available on Handshake for viewing on January 18<sup>th</sup>.
- Student researches externship opportunities in Handshake and identifies top 3 choices.
- Attend the Extern Process Made Easy workshop on Wednesday, February 1<sup>st</sup> at noon. Attendance strongly recommended and will be considered when assigning students.
- Student submits application, essay, resume and top 3 choices through Handshake no later than Wednesday, February 8<sup>th</sup> at 5:00 pm.
- Notification of externship assignments sent via email by Thursday, February 16<sup>th</sup>.

### **FEBRUARY - MARCH**

- Student accepts and confirms matched externship assignment by Monday February 20<sup>th</sup>, including submission of electronically signed Assumption of Risk and General Release waiver.
- 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: Wednesday, February 22<sup>nd</sup>; Bears' Den at noon.
- Phone conversation with Extern Sponsor to discuss externship details between February 22<sup>nd</sup> - March 1<sup>st</sup>.
- Student submits mandatory Extern Call Response form to CPD by Wednesday, March 1<sup>st</sup> by email to [externships@ursinus.edu](mailto:externships@ursinus.edu) or by hardcopy to 110 Bomberger hall.
- Student and Extern Sponsor continue communications by email and/or phone.

### **REMINDERS**

- Student emails Extern Sponsor to confirm details on the Call Response form one week prior to externship start date.
- Externships take place during March 6 - March 10, 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 March 15<sup>th</sup>, 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.