

UC EXTERN PROGRAM ORIENTATION

Dos and Don'ts

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Communicate effectively with your Sponsor and CPD Liaison <ul style="list-style-type: none"> • Routinely check email & voicemail • Respond within 24 hours to any outreach • Create a professional cell phone voicemail 		Don't cancel your externship or end the experience early.
Follow through on your commitment and whatever you agreed upon with your Sponsor.		Don't show up late or leave early on any of the days of your externship.
Show interest with questions, enthusiasm, flexibility, attention, and initiative.		Don't request any last-minute changes to your externship
Be professional, flexible, and courteous.		Don't cut the externship short.
Dress appropriately and maintain a professional appearance (even when meeting virtually)		Don't forget that your Sponsor is taking time out of her/his busy schedule to host you.
Keep your undivided attention with your Sponsor and your Sponsor's colleagues.		Don't use your cell phone during the externship; please turn it off when you are 'working'. Do NOT text during the externship experience.
Within 24 hours of the end of your extern experience, write a thank you note – this can be sent by email or can be handwritten. CPD needs a copy.		Don't forget to read through this sheet again 1-2 days before your extern experience.

SPONSOR CONTACT

- Review mutually agreed upon dates, time and duration of externship.
- Communicate with your CPD Liaison if you are having challenges connecting with your Liaison.
- Call Response forms are to be emailed by November 19th at 5 pm to externships@ursinus.edu.

BEST PRACTICES FOR VIRTUAL

- Select a quiet location that also has a strong internet connection.
- Upload and practice using any technology suggested by your Extern Sponsor.
- Prepare a professional background setting, including a place you won't be interrupted by housemates.
- Consider using a tabletop with enough room to layout your collection of reference materials, your written questions, paper and pen for notes and a glass of water in case of a dry throat.
- Take care to remove or turn off any items that may distract you, such as a television or cell phone.
- Adjust your virtual language (both verbal and nonverbal) to the culture of the organization.

COMMITMENT

- Follow through on what you mutually agreed upon.
- Participate in the externship for all agreed DAYS and HOURS.
**VERY IMPORTANT –Sponsors EXPECT you connect for agreed upon times and days.
- If you have an **emergency, CALL and EMAIL your sponsor and Career and Post-Graduate Development at 610-409-3599, externships@ursinus.edu.**
- Cancellation or poor performance during your externship may affect your ability to participate in the Extern Program in the future.

PREPARATION

- Do some research about the Sponsor's organization beforehand: organization's website, 'google' Sponsor, look at Sponsor's LinkedIn Profile, etc.
- Before externship, think about what you want to learn and gain from the experience.
- Think about why you signed up for this externship and what you were hoping to learn; this will help you to formulate questions to ask throughout the experience.

PROFESSIONAL ETIQUETTE

- Dress nicely and appropriately and groom. Talk with your Sponsor about dress code.
- Do a "Practice Run" with the technology you will be using with your sponsor.
- Have a notebook and pen or pencil ready.
- Be attentive, engaged and look interested.
- Take initiative to help with projects.
- Do not text or use your cell phone while you are 'working' or 'shadowing' your sponsor.
- Keep cell phone turned off during times you are 'working'.
- Even a vibrating phone is distracting.
- Focus on the Sponsor and experience.
- **Take pictures of you in your virtual externship (be creative) and send them to us at externships@ursinus.edu.**
- **Use #UrsinusExterns to share your experience.**

INFORMATION INTERVIEWS

- ASK QUESTIONS, take notes, and get contact information such as name and email address, if possible!
- Think about questions related to: her/his career path, graduate school, experiences at Ursinus, advice for breaking into field, things they would have done differently, tips and advice, etc.
- Review [Information Interview](#) handout.
- Sponsors welcome questions!

EXPECTATIONS

- Opportunity to develop a realistic picture of a particular field or job and to establish contacts.
- Duties vary between externships: mostly shadowing or similar to internships with a special project.
- Be OPEN and FLEXIBLE to the experience.
- In such a short period of time, you will mostly be observing; it is unrealistic to expect your Sponsor to train you for specialized projects. However, the exposure is invaluable!

PROBLEMS

- Talk directly to your Sponsor if problems arise.
- Contact your Career and Post-Graduate Development Liaison.

THANK YOU NOTES AND SIGNS OF APPRECIATION

- Send thank you note within 24 hours of the end of your experience. **Due 3/15/23. A MUST!**
- Evaluations done by externs and Sponsors.
- Connect to your Sponsor on LinkedIn following Externship.
- Continue the relationship- by touching base at least once a year- put a reminder in your phone.

CPD Liaison: _____

GOOD LUCK, HAVE FUN AND ENJOY THE EXPERIENCE!