Overview of Externship Program for Employers

What is an externship?
An externship program helps students gain additional information about their desired career field. Students spend two to five days observing and working with professionals, investigating careers, and networking with employers in their fields of interest. Think of it as a mini unpaid internship!

When does it occur?
Externships will occur during the week of Spring break, March 8 -14th. The externship will last from two to five days (as specified by the employer).

How it helps students:
The experience is intended to help students better understand their desired work environment and career field, and thus help clarify their career goals. The experience gives students a professional contact; in addition, the sponsor could become a future employer or reference for an internship, co-op, permanent job, or other type of work.

How it helps employers:
The program benefits employers by allowing them to mentor students who are interested in their company or career field. An externship student could also be a future intern or employee. Additionally, the employer will have increased visibility for their organization at IPFW.

Suggested activities and experiences for externs:
To give students a sense of the work environment and allow them to explore career interests and goals, we suggest the following activities and experiences for them:

- Participate in staff meetings
- Complete office tasks or assist with projects
- Conduct informational interviews of staff
- Observe client interactions
- Tour the facilities
- Review organization mission/vision statement
- Understand office policies and procedures
- Discuss with the employer the current trends in the profession
- Explore potential career paths within the organization and the profession
These are just some suggestions of typical activities for externs. However, the structure is at the discretion of the employer.

**How are students chosen?**
Students apply for an externship through Career Services by:

- Submitting an externship application to Career Services (Located on website: Students will print and send it in to Career Services)
- Interviewing with a career counselor

Career Services staff will review applications and assign students to an externship based on the students’ interests and employers’ preferences.

**As an employer, can I select student(s)?**
No. However, you will be given the option to assist us in the decision. Career Services staff will screen student applicants and make a selection based on the preferences (student major, etc.) you indicate on the employer registration. We also provide employers the option to review students who have applied for your externship positions and give feedback on preference. We make every effort to make a match that will benefit both the student and the employer.

**Will students contact me directly?**
Only after a student has been assigned to you as an extern will s/he be given your contact information. Students will not be given employer contact information during the application process. You will contact them to set up the first meeting.

**What is the Cost?**
There is no cost associated with participating in an IPFW externship. Students are wholly responsible for transportation and any other cost associated with participation.

**How do I Participate?**
It’s simple. Just fill out the employer registration form on our website.