Externships through IPFW Career Services are a great, fast, efficient way for you to explore careers!

They are much shorter than internships, but still provide the opportunity for you to go to a job site on campus or in the community and shadow someone who is working in a field you are interested in. Externships help you find mentors and establish valuable professional connections that can make a big difference.

Fall or spring break are excellent times for externships. IPFW Career Services is your connection to make your externship a reality. It’s just one of the many ways we can help you land that job.

To start, check out IPFW JobZone, our state-of-the-art web-based system at ipfw.edu/career, to see a list of participating hosts.

Find out more about externships—keep reading this guide to learn helpful FAQs about the program.

Keep these dates in mind for externships:

Fall Break Externship Program—October

Spring Break Externship Program—March

Please note: you must complete your externship during the dates of these breaks. Check the academic calendar for exact dates.
What is an IPFW externship?
What are some externship activities?

An externship gives you the opportunity to explore a specific career path, gain marketable job experience, and make professional connections by working with hosts—IPFW employees or employers who are currently working in your field of interest. The primary purpose of the externship program is career exploration. You will most likely participate in the following activities:

- Shadowing one or more professionals
- Attending meetings and presentations
- Touring the department
- Conducting informational interviews
- Participating in daily operations that will provide hands-on exposure to the career field or industry
- Completing a relevant project, if the externship is long enough

What are the benefits of an externship?

This experience should help you better understand a work environment and a career field, helping you clarify your career goals. You will also be able to:

- Learn more about a job or occupation
- Understand what a particular job is like on a daily basis
- Expand your network of professional contacts
- Experience the culture of an organization
- Have your questions about a job or occupation answered by professionals in the field

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Am I eligible for an externship?

Any current IPFW undergraduate student is eligible to participate in the IPFW fall and spring break externship program; however, only one student will be selected for each opportunity.

How do I get started?

Just submit your résumé and letter of interest indicating your top three externships on JobZone (ipfw.edu/jobzone). It’s that simple!

How are externship placements determined?

Externship placement decisions are made by Career Services. They will be based on application materials submitted and interviews. Apply for at least three externship sites to increase the likelihood of placement.

How are applicants matched?

After the application deadline has passed, all applications will be reviewed. Once applications have been read and processed, you will be notified about interviews. If selected, you will be matched with an IPFW department host if it is over fall break and a company host if it is over spring break.
We will make every effort to place all interested students in suitable externships; however, we cannot guarantee placement for all students. Since the primary purpose of the externship program is career exploration, students with less exposure to the career field who submit well thought-out applications will be given placement preference.

**How long is an externship?**

Externships over fall break are two full working days and externships over spring break are two-to-five days.

**Do I need to be available during the entire externship period to be eligible?**

The externship program takes place when classes are not in session. Since externships are usually two-to-five days, you are expected to be available for the entire length of the program. However, we do ask you to be flexible during that period of time for scheduling purposes. You are required to participate in and complete any externship you are matched with and agree to pursue.

**Who serves as externship hosts?**

Fall break externship hosts include IPFW employees who want to mentor students. Spring break externship hosts include employers and alumni.

**Can I put an externship on my résumé?**

Yes. Just be honest and accurate about the timeframe and the nature of the experience. Don’t present this as you would an internship or co-op experience. It’s a valuable, but brief, learning experience and shows initiative on your part—which is a plus on your résumé.
What if I am not selected?

Students can apply to a maximum of three externships. You are encouraged to apply for three positions, as you may not get your first choice.

What is the difference between an externship and an internship?

- Externships are short-term (two-to-five days), and offer no pay or academic credit; internships may involve academic credit and can be paid or unpaid.
- Externships are a brief learning experience and an extended site visit where the sponsor puts significant time into hosting you and giving you a learning experience. Internships are longer-term. Length of one summer is typical, but internships could also run from several weeks to a year.
- With an internship, you could be employed long enough for the employer to benefit from the training you are given.

Can students earn academic credit?

No. Academic credit is at the discretion of your academic department. Remember that this is a two-to-five day experience.

Who pays for externship expenses?

You are expected to cover any costs for the externship program, so you may want to select externship sites in locations that will minimize any travel, meal, or lodging costs.
Why not use your fall or spring break to start your career?

IPFW Career Services can help you find an externship as well as assist with your job search, exploring majors, career counseling, mock interviews, informational webinars, alumni connections, finding mentors, internships, and much more.

Contact

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Indiana University–Purdue University Fort Wayne Career Services invests a lot of time in our students and alumni, but we believe it’s time well spent. It’s the best way we know how to meet our primary objectives—ensuring that students are prepared for today’s workforce and being great partners with the business community.

Here are the organizations that have participated as IPFW externship hosts:

- Allen County Government, Allen Circuit Court
- Allen County Government, Department of Health
- Allen County Government, Human Resources Department
- Allen County Government, Purchasing Department
- Allen County Superior Court
- Anthony Wayne Services
- ARAMARK
- Aunt Millie’s Bakeries, Marketing Department
- BAE Systems
- Boys and Girls Clubs of Fort Wayne
- Business People Magazine
- Caring About People
- Cindy Friend Lifestyle Studio and Grabill Cabinetry
- Design Collaborative
- Downtown Improvement District
- Easter Seals Arc of Northeast Indiana
- Fastenal
- Fort Wayne Youtheatre
- IPFW Human Resources
- IPFW Office of Career Services
- IPFW University Relations and Communications
- Ivy Tech Community College-Northeast, Student Success Department
- Ivy Tech Community College, Marketing Department
- The Journal Gazette
- Junior Achievement
- MSKTD & Associates
- The News-Sentinel
- Northeast Indiana Red Cross
- Northrop Grumman
- Northrop High School
- OmniSource Corporation
- Pizza Hut
- South Side High School
- Ultra Electronics
- United Parcel Services
- U.S. Probation Office
- SCAN Inc.
- The Woodhouse Day Spa
- Westpoint Financial Group
- Youth Service Bureau—a branch of the YMCA of Greater Fort Wayne