Externships are an excellent way for students to prepare for a career. In just a few days you can give students a feel for what the day-to-day world is like in your field and a sense of whether they should pursue that field—or consider something else. Externships also help them begin to network and find mentors. That’s a benefit to you because you can connect with promising students who will soon be in the job market. You can also connect with IPFW Career Services, which is great for your business, our campus, and the entire community.

Consider hosting an IPFW extern. There’s no cost to you and it’s easy to get started.
What is an externship?
An externship gives students the opportunity, over two-to-five days during fall or spring break, to explore a specific career path, gain marketable job experience, and make professional connections by working with IPFW employees or community employees currently working in a field the student is interested in. Think of it as a mini unpaid internship!

When does it occur?
IPFW externships occur over fall break and last for two working days as well as over spring break for two-to-five working days (you specify the exact times).

How does it help students?
The experience should help students better understand their desired work environment and career field, helping them clarify their career goals. It gives students a professional contact—you could serve as a reference for an internship, co-op, permanent job, or other type of work.

How does it help you?
Externships benefit you as a host by allowing you to mentor students who are interested in your career field. An externship student could also be a future intern or employee!
What activities and experiences might be good for externs?

To give students a sense of the work environment and allow them to explore career interests and goals, consider including them in the following activities:

- Participate in staff meetings
- Complete office tasks or assist with projects
- Conduct informational interviews of staff
- Observe client interactions
- Tour the facilities
- Review organization’s mission/vision statement
- Understand office policies and procedures
- Discuss current trends in the profession
- Explore potential career paths within the organization and the profession

Note that these are just *some* typical activities for externs. The structure is up to you!
How are students chosen?

Students apply and are selected for an externship through IPFW Career Services by:

- Submitting a résumé to an externship posting on IPFW JobZone, our state-of-the-art web-based system
- Interviewing with a career counselor

Career Services staff will review applications and assign students to an externship based on their interests and your preferences.

As a host, can I select students?

No. However, you may assist us in the decision. IPFW Career Services staff will screen student applicants and make a selection based on the preferences (student major, etc.) you indicate on the registration. We make every effort to make a match that will benefit both the student and the host.

Will students contact me directly?

Only after a student has been assigned as an extern to you will he or she be given your contact information. Students will not receive your 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 host registration form at ipfw.edu/career or contact Ashley Calderon, assistant director of career services, 260-481-6591.

Making the most of this valuable, meaningful student experience

While the structure of the student experience is at the discretion of the host, we ask that all hosts be mindful of providing the most worthwhile experience, one that exposes the student(s) to the expertise of others in the field and provides real-world, hands-on training to help acquire basic skills and build a résumé. Thus, it would not be appropriate to assign tasks that limit the scope of the experience (i.e. filing, cleaning, data-entry, etc.). Externships may provide students with unparalleled opportunities to define and pursue learning goals, to explore career interests in a variety of settings, and to build a professional network. IPFW Career Services sincerely appreciates your support of our students in this very valuable, meaningful program.
Want to learn more about externships and other ways IPFW Career Services can help?

We want to partner with you to provide an array of career development services to help you recruit and hire the workforce you need to compete. We can help you make student and faculty connections that can benefit your organization and strengthen northeast Indiana. When you partner with IPFW, you have access to more than 14,000 students, 50,000 alumni, and 400 full-time faculty members to help you grow your business.

Contact
Ashley Calderon
Assistant Director of Career Services
calderoa@ipfw.edu
260-481-0689
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 become great partners with the business community.

We appreciate these organizations that have participated as IPFW externship hosts—please consider joining them:

- 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