2020 EXTERNSHIP PROGRAM

HOW CAN I APPLY FOR AN EXTERNSHIP?
Carefully read ALL Externship descriptions in the Externship Booklet, which are arranged by occupational group. Don’t limit yourself to one category. For example, if you are an art student, don’t look only within “Arts” because you may find an Externship in “Broadcasting/Entertainment” or “Communications” that is intriguing to you. The major of each alumni Externship host is listed so you can see the wide variety of career paths that exist for each major.

APPLICATION REQUIREMENTS (Follow the detailed application procedures outlined below/on the reverse side):
1. Online Application (where you will select up to six Externship choices)
2. Resume (which will be forwarded to your host if you are matched with an Externship)
3. 500 word original essay that addresses your answers to the following questions:
   • Why are you interested in doing an Externship?
   • What do you hope to gain from the experience?
   • How do you plan to prepare for and make the most of your Externship?

IMPORTANT: Please respond to these questions within one cohesive 500 word essay, NOT a short answer format.

ESSAY MAY NOT CONTAIN ANY PORTIONS OF A PREVIOUSLY SUBMITTED ESSAY FOR THE PROGRAM IN PRIOR YEARS. This is considered a violation of Academic Integrity as defined in the Student Handbook.

Submit your application, essay, and resume by FRIDAY, NOVEMBER 1st at 12PM (NOON). You must complete all three steps. DO NOT PROCRASTINATE. In some cases, an interview will be necessary during the matching process. We will contact you for an interview, if necessary. Interviews will occur the week of November 4th.

WHAT HAPPENS NEXT?
By November 19th, you will receive an email indicating if you have been matched. Please note that we do our best to give you one of your top six choices. If you receive an Externship, you are required to attend one of the Orientation Meetings. Orientation Meetings will be held at 12:15PM and 4:30PM on WEDNESDAY, NOVEMBER 20th & THURSDAY, NOVEMBER 21st. At this session, you will receive the name and contact information for your host, as well as valuable advice on how to make the most of your Externship. Please note: Applying for an Externship means that you are making a commitment to this experience. ONCE ASSIGNED TO AN EXTERNSHIP, PARTICIPATION IS MANDATORY.

ADDITIONAL QUESTIONS?
✓ Call the Gateway Career Center (610-330-5115) or visit the Externship pages of the Career Center website at: https://gateway.lafayette.edu/career-planning/externships/.

REMEMBER: SUBMIT ALL APPLICATION MATERIALS ON OR BEFORE FRIDAY, NOVEMBER 1ST AT 12PM (NOON).
IMPORTANT: Applications missing any steps will be considered incomplete and therefore, will not be accepted.

2019 EXTERNSHIP TIMELINE

October 2019
Attend The Externship Process Made Easy workshop on October 23rd (not required).
Submit application (Qualtrics), submit essay & resume (CareerSpot) AND apply to posting (CareerSpot) before 12PM (NOON), Fri., Nov. 1st.

November 2019
If an interview is necessary, students will be notified.
Students matched are notified via email by November 19th.
Mandatory Orientations will be held November 20th and 21st (12:15 and 4:30PM; 224 Oechsle) - attend one.
Hosts receive names and application materials of matched students.
Financial assistance applications due to Alumni Relations Office (Pfenning Alumni Center) in late November.

December 2019
Students contact hosts to discuss Externship details.
Submit call response form to the Gateway Career Center by December 4th.
Students are notified of financial assistance award by mid-December (date TBA).
Students and hosts continue communications.

(SEE REVERSE FOR REMAINDER OF TIMELINE AND APPLICATION INSTRUCTIONS!)
**January 2020**
Exterships take place during the weeks of **January 6th, 13th, and 20th**.
Students send **thank you letters** to hosts upon conclusion of the Externship.

**February 2020**
Financial assistance recipients submit receipts for reimbursement to Alumni Relations (Pfenning Alumni Center).
Students submit evaluations and copy of thank you letters to **Gateway Career Center**.

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### 2020 Externship Program Application Procedure

All students applying for the program **MUST** apply using this online procedure. The application process has **three steps. All steps must be completed by 12pm (NOON) on Friday, November 1st, 2019. NO EXCEPTIONS.** The details are outlined below.

#### Step One: Complete Online Form

A. You must apply for the Externship program through an online form available at [http://bit.ly/studentextern20](http://bit.ly/studentextern20) or [https://lafayetteaz1.qualtrics.com/jfe/form/SV_1TUHSJTa1bApgqT](https://lafayetteaz1.qualtrics.com/jfe/form/SV_1TUHSJTa1bApgqT). This form asks for basic name and contact information, (up to) your top six Externship choices, and some additional demographic information (such as major and career interests).

B. Be aware that you will also be asked to disclose any disciplinary action you have faced while at Lafayette. Such action does **not** automatically prohibit you from participating in the program.

#### Step Two: Complete CareerSpot Profiles & Upload Documents

Access CareerSpot via the “Get Career Support” block found within your portal account (**my.lafayette.edu**).

A. The required fields of your CareerSpot account profiles (Academic, Personal) **must** be complete before applying. Just getting started with CareerSpot? Access our resources here: [https://gateway.lafayette.edu/career-planning/careerSpot/](https://gateway.lafayette.edu/career-planning/careerSpot/).

B. In order to apply, you **must** submit your resume and essay electronically. To do this, first upload them to your CareerSpot account. This can be done through the **My Documents** tab. Select **Add New** to upload your documents into the system. Using the **Document Type** selections, be sure to select **Resume** to upload your resume. Select **Other Document** when uploading your essay. It is recommended that you convert your documents to PDF files before uploading.

C. When uploading your resume and essay, please name them with your Lafayette username, class year, and document type as shown here:
   - For the resume: **LAFAYETTE USERNAME and 21resume** (for example, **SMITHJ21resume**)
   - For the essay: **LAFAYETTE USERNAME and 21essay** (for example, **SMITHJ21essay**)

   > *Please put your name on all pages of your essay*

   This prevents errors when the **Gateway** Career Center accesses the documents of all applicants.

**Note**: Your essay may not contain any portion of an essay submitted to the program in prior years. This is considered a violation of academic integrity as defined in the student handbook.

#### Step Three: Apply to Posting & Submit Documents on CareerSpot

A. To apply on CareerSpot, use the “Opportunities & Applications” tab, then select “Search” from the drop-down menu. Next, select “See All Jobs” just below the maroon-colored search button. From here, use the “Position Type” drop-down menu to select “Internship” and then click “Apply.” Now, type “Externship” in the search box above and click “Search.” Click on **January 2020 Externship Program** to access the posting.

B. Read the information provided in the posting. It will answer many of your questions about the Externship program. In the top-right corner, select the **Apply** button. This is where you will submit your already uploaded resume and essay. Follow the directions carefully and click on **Submit** to complete Step Three. Please note that the “Apply” button will **not appear until you have uploaded the required documents into the CareerSpot system**.

Since you may need to complete the required sections of your profile and/or need guidance with using CareerSpot, **DO NOT WAIT UNTIL THE LAST DAY TO SUBMIT THESE DOCUMENTS.** Due to the high volume of applicants, the Gateway Career Center cannot provide last-minute assistance.

**Important**: Applications missing one of the steps will be considered incomplete and will not be accepted.

**Questions?** Contact the **Gateway** Career Center at 610-330-5115, or stop by 201 Hogg Hall, for assistance.