

MARIAN UNIVERSITY

FRESHMEN EXTERNSHIP PROGRAM – JANUARY 2020

APPLICATION FACT SHEET

CAREER SERVICES

Benefit to students. An externship will provide you a rewarding experience that will help you explore the working world, meet new people who work within the field/industry, and help you explore a particular area. You may wish to continue a professional relationship with the sponsor for potential internships or employment opportunities in the future.

Externship Dates and Cost. The 2020 externship will be held **January 13-17, 2020**. The week-long externship will take place daily during regular business hours, unless otherwise specified by the sponsor organization. There is no cost for an externship; however, required background checks for students placed in healthcare organizations and school districts will be charged to the student.

Application. The Marian University Student Externship application process is coordinated through the Career Services Office and requires completion of three items:

- 2020 Online Student Externship Application Form (Go to mymarian → Offices → Career Services → click on Freshmen Externships on left hand menu bar)
- Résumé (send to Externships@marianuniversity.edu)
- 250 word goal statement (send to Externships@marianuniversity.edu)
 - The goal statement, about two paragraphs, should speak to 1) Why you are interested in an externship? and 2) What are your externship goals (what do you hope to take away from the externship)?

Deadline. The online externship application form, résumé, and goal statement must be submitted by **October 15, 2019**.

Eligibility. All freshman students are eligible to participate in the externship program. Note: Due to visa restrictions, first year international students must check with Tarra Bourgeois, Registrar, at 920.9237619 to ensure eligibility to participate (and for any international student questions).

Buddy System. Students may request to be paired with a friend and assigned to a sponsor organization.

All externships are unpaid, unless otherwise specified.

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Housing. Upon completion and approval of the Winterim Housing Contract, resident students may move on campus Sunday, January 12, which is the day prior to the start of the externship, and reside on-campus for the duration of the externship. Students are responsible for Winterim housing costs, which is \$10 per day.

Transportation. Students are responsible for transportation to and from the externship sponsor organization site and any transportation costs.

Selection. The Freshmen Externship Selection Committee will review application materials as well as academic and conduct standing. The Freshmen Externship Selection Committee will assign students to a sponsor organization based on student interest as noted on the application form and major. The date all application materials were received may be used as a tie breaker when assigning students.

Notification. Students will be notified of placement by **October 30**.

Acceptance of Placement. Students must notify the Career Services Office of acceptance of placement by **November 4**.

Orientation. Accepted students must complete an Externship Orientation on **November 13**. Two sessions will be offered: Noon-12:50 (Sabre Hour) and 4:00-5:00pm. Students must attend one of these sessions. *Before* the start of the externship students will be required to complete 1) Learning Contract, 2) Freshmen Externship Liability Waiver Form, and 3) Photography-Video Consent Release form during the orientation. Additional paperwork may be required for certain placements by the host organization.

After the externship, students will be required to complete a 2-slide PowerPoint with personal photos, 2-page reflection paper (a rubric will be provided), and thank you card to host. All materials are due by **January 27**, to the Director of Career Services, A101. Additionally, students are required to attend debriefing meeting on **February 12**, to share their experiences with peers. Students are encouraged to also participate in a video sharing their experience, which is coordinated by Career Services.

Transcript Notation. The Freshmen Externship is registered as GEN 197 for 0 credit on the student's transcript. A CR will be noted for successful completion on the transcript or NR will be noted for unsuccessful completion of the externship. Successful completion requires daily attendance, prompt arrival and full participation at the externship, 2-slide PowerPoint with personal photos, 2-page reflection paper, thank you card, and attendance at the debriefing meeting.

This is a great opportunity! Don't miss out!

**DO
SOMETHING
TODAY
THAT YOUR
FUTURE SELF
WILL
THANK YOU
FOR.**