Host
2017–18 Handbook

Bring a student into your workplace to share information about your profession and industry.
Greetings,

Thank you for your interest in this program, and your willingness to bring a student(s) into your place of business to provide exposure to the world of work and your industry.

Every year our students are amazed and influenced by the knowledge gained from their brief externship experience. I hope you will enjoy the experience both personally and professionally.

This handbook provides helpful information about the program and details to arranging an externship experience. Please contact me with any questions. I look forward to working with you.

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bucknell.edu/externships.xml
Introduction

The Bucknell University Externship Program is a job shadowing experience in which hosts bring students into their workplace and share information about their careers and industries to assist students in their career decision-making process.

PURPOSE

Bucknell University’s Career Development Center (CDC) officially launched the Externship Program in 2006. A Bucknell externship consists of a short-term shadowing experience (usually 2 days) with a host. Externship hosts are Bucknell alumni, parents or employers/friends of the university who are willing to bring students into their workplaces to observe and gain a better understanding of both what they do on a daily basis and the culture in which they work. The Program provides interested sophomores with unpaid, noncredit, short term shadowing experiences in a wide variety of career and industry areas throughout the country during winter break.

GOALS

The primary goal is to provide students exposure to industries and the world of work early in their undergraduate experience. The program addresses the needs of sophomore students during a crucial time in their academic and career decision making process. It provides an experience that allows students to think about their studies in a broader sense of how their academics will relate to a specific industry and future career possibilities.

BENEFITS

Students who participate in the Externship Program gain early exposure to career and industry paths, are better informed when choosing a major, selecting courses and applying to internships, and begin to develop their own professional networking connections.

Hosts benefit from becoming more involved with the Bucknell community and serving as a valuable resource to students. The program may also assist with early identification of talent for future student interns and employees.
Timelines

Winter Break Externships

**JULY 1:** Externship Host registration begins — Complete the online registration form at bucknell.edu/externships

**OCTOBER 1:** Externship Host confirmation and review of description details

**LATE OCTOBER:** Student application deadline

**NOVEMBER 1:** Career Development Center (CDC) matches students to externships*

**NOVEMBER-DECEMBER:** Students attend a Prep Session, receive Host placement information, and are directed to contact their Host to schedule a visit

*The CDC matches students with their Externship Host. Hosts are not able to select their externs. There is also no guarantee that you will be matched. Juniors are given the opportunity to apply to any remaining, open externships.
Creating an Externship

Registration opens in July and employers are encouraged to submit their externships before September.

The following is meant to be a guide to help you plan for your externship. Bucknell University’s Externship Program aims to be flexible as not all industries can conform to one set schedule.

1. Review your organization’s policies regarding the presence of a student extern in the workplace. Students will only be observing during their visit.

2. Determine how many students you or your organization will host, and if students will visit as a group or on separate days.

3. Externships last between one to three days in length, this is up to the Externship Host.
   - If you know the specific date(s) of your externship, this information will be included in your externship description so students are aware of the time commitment prior to applying.
   - Employers with flexible schedules can determine the exact dates and times once matched with a student.
   - When hosting multiple students as a group, it is recommended that you select the date(s) prior to the student application deadline to ensure all who are matched are available that day(s).

4. Decide if the student(s) will observe you/your department or expand into other departments within your organization. Students do not have to stay with the same person for the entire visit.

5. Many of our students are in the exploration phase of their career development and may not have selected a major. Any requirements or desired qualifications need to be included in the externship description (i.e., U.S. citizen, interested in the sciences, etc.)

6. The externship is a learning experience and students should not be expected to know the specific details related to your daily work; however, the CDC encourages all externship students to research the company, industry and career field.

7. Coordinate with others in the company if hosting students in multiple departments. There may be opportunities to bring the students together for a company overview and recruiting presentation, and then break out into specific areas based on students’ interest.

8. Create a schedule of events or itinerary. Samples are provided in this guide (pages 8-9). This should be completed prior to the student’s arrival.
Making the Most of an Externship

PAST EXTERNAL ACTIVITIES

Past externships have included a variety of activities including:

» Tour of company/organization
» Opportunity to sit with stock traders and observe the process
» Meet with HR representative(s) to learn about possible internships and recruiting activity
» Lunch with new associates or former interns
» Research companies and their recent news using Bloomberg
» Attend a business conference or company meetings
» Exposure to management projects and participation in work sessions related to compliance/legal
» Observe the day to day activities that are involved with working in an animal care facility
» Meet with real estate professionals to gain a better understanding of the real estate development and investment business
» Exposure to sales calls
» View the process behind scenery engineering and construction decisions, as well as small-business management
» See how plans are developed for large transportation projects
» Complete rounds with medical team at local hospital
» Sit in on conference calls
» Meet with alumni or colleagues in leadership roles for 15-30 minutes to gain a comprehensive view of company and have an opportunity to complete informational interviews

EXTERNSHIP DESCRIPTIONS & ITINERARIES

Students apply to no more than five externship opportunities, submitting a resume and cover letter for each on Bucknell’s online recruiting system, the Bridge. As an externship host, you are required to submit both an employer and externship description.

It is important to provide students with information to understand what type of organization you work for, and your role within the organization.

Employer Description: Your employer description should be a brief overview of your company. Many externship hosts provide information directly from their company website, including mission and vision statements. There is an area in this section for a hyperlink to your company website.

Externship Description: The description should contain company name and location; title: industry classification (extern); number of students company is willing to host; indication of when you will be hosting student(s); and, a brief description for students to review to determine if they want to apply to the opportunity.

Sample: Rizzo Design - Manasquan, New Jersey
Title: Marketing / Graphic Arts / Branding Extern
Number of students willing to host: 2
Indication of when you will be hosting student(s): week of Jan. 8, 2018
Description: Externship involves obtaining hands on experience of the branding and design process for printed and interactive projects which includes conceptualization, budgeting, design and print production for a live project. Externs will learn about environmentally-friendly initiatives in the graphics and printing industry. Students will tour Capital Printing Corporation – a full service printing firm, owned by Bucknell graduates.
**PRIOR TO EXTERNSHIP**

If you are matched with a student, you will need to:

1. Accept a phone call from your matched student(s) 3-4 weeks prior to their visit. Students are directed to place a phone call to their externship host to begin introductions and plan their visit.
2. Confirm the specific details of the externship, including:
   - Dates and times
   - Directions, parking or transit recommendations and initial meeting location
   - Itinerary
   - Items needed during the visit, state or government issued photo ID, if necessary
   - Appropriate attire and business etiquette
   *(All externship students attend a Prep Session to review this information.)*
3. Discuss paperwork your organization may need to be completed prior to student’s arrival.
4. Complete insurance or HIPAA forms, if necessary.
5. Secure parking passes and visitor ID badges, if necessary.

**DURING THE EXTERNSHIP**

1. Enjoy getting to know the student(s); share your words of wisdom and provide any advice
2. Check in with the student to discuss the schedule for their visit
3. Share your story – quotes and pictures of you and your student(s) are always appreciated through the Bucknell Career Development Center’s social media channels or share directly with Emily Dietrich at edietric@bucknell.edu

**AFTER THE EXTERNSHIP**

1. Complete the post-externship evaluations. *(The link will be emailed to you.)*
2. Forward any summer internship opportunities with your organization to be advertised to Bucknell students (edietric@bucknell.edu).
3. Follow up with the CDC if you have any comments or questions.
4. Students will have an opportunity to share information from their experience with other students.
Sample Externship Itineraries

Note: Not all hosts will have an hour-by-hour itinerary for the externship. However, we do ask that the host informs the student(s) of what they can expect during their visit.

**MARKETING EXTERNSHIP** *(1 student, 2 days)*

**DAY 1**

10 a.m. – Noon  Meet with CEO (Bucknell alum)

Noon – 2 p.m.  Lunch and meeting with Sr. Vice President – Birds Eye

2 – 3:30 p.m.  Meet with Senior Brand Manager – Birds Eye Vegetables

3:30 – 5 p.m.  Meet with Senior Director – Duncan Hines

5 p.m.  Day 1 concludes

**DAY 2**

9 – 9:45 a.m.  Meet with Senior Brand Manager – Commercialization

9:45 – 10:30 a.m.  Meet with Brand Manager – Hungry Man / Lender’s

10:30 – 11:30 a.m.  Meet with Brand Manager – Syrup

11:30 a.m. – 1 p.m.  Lunch and meeting with Senior Financial Analyst – Investor Relations and Associate Brand Manager

1 – 1:30 p.m.  Meet with staff member – Product Cutting

1:30 – 2:30 p.m.  Wrap up and final meeting with CEO

2:30 p.m.  Externship concludes

**FINANCE EXTERNSHIP** *(1 student, 1 day)*

8 a.m.  Arrival

Read up on market news and names company is involved in

8:30 a.m.  Check for trade breaks using company’s introducing broker’s system

8:45 – 9:30 a.m.  Write down morning equity allocations and input them into aforementioned system

Check to see if morning economic data is out and how it is affecting the overall U.S. market

9:30 a.m. – Noon  Sit with various traders, input trades when needed

Noon – 1 p.m.  Lunch

1 – 4 p.m.  Look at the upcoming equity deals for the week; listen on phone conversations regarding indicating for them with various underwriters

Input trades as needed

4 – 5 p.m.  Look for aftermarket news that could affect the market and names company is involved in

Wrap up for the day
### AVIATION/ENGINEERING EXTERNSHIP  
*(1 student, 1 day)*

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 – 8:15 a.m.</td>
<td>Introduction to company</td>
</tr>
<tr>
<td>8:15 – 9 a.m.</td>
<td>Materials Laboratory functions</td>
</tr>
<tr>
<td>9 – 9:45 a.m.</td>
<td>Vacuum Furnace processes and NADCAP</td>
</tr>
<tr>
<td>9:45 – 10:30 a.m.</td>
<td>Computer analyses</td>
</tr>
<tr>
<td>10:30 – 11:15 a.m.</td>
<td>Automatic PWB Inspection</td>
</tr>
<tr>
<td>11:15 a.m. – Noon</td>
<td>Lunch</td>
</tr>
<tr>
<td>Noon – 1 p.m.</td>
<td>Unison – Jacksonville Blue Line tour</td>
</tr>
<tr>
<td>1 – 1:45 p.m.</td>
<td>Use of non-metallic materials and processes</td>
</tr>
<tr>
<td>1:45 – 2:30 p.m.</td>
<td>Vibration testing</td>
</tr>
<tr>
<td>2:30 – 3:15 p.m.</td>
<td>Additive manufacturing</td>
</tr>
<tr>
<td>3:15 – 4 p.m.</td>
<td>Weld Designs – qualification/certification</td>
</tr>
<tr>
<td>4 – 4:15 p.m.</td>
<td>Closing</td>
</tr>
</tbody>
</table>

### NON-PROFIT EXTERNSHIP  
*(1 student, 1 day)*

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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</thead>
<tbody>
<tr>
<td>10 – 11 a.m.</td>
<td>Welcome and introductions with staff</td>
</tr>
<tr>
<td>11 – 11:30 a.m.</td>
<td>Project intro</td>
</tr>
<tr>
<td>11:30 a.m. – 1 p.m.</td>
<td>Lunch with Host</td>
</tr>
<tr>
<td>1 – 1:30 p.m.</td>
<td>Shadow call</td>
</tr>
<tr>
<td>1:30 – 3:30 p.m.</td>
<td>Work on project</td>
</tr>
<tr>
<td>3:30 – 4 p.m.</td>
<td>Check-in / Questions</td>
</tr>
<tr>
<td>4 – 4:30 p.m.</td>
<td>Presentation</td>
</tr>
<tr>
<td>4:30 – 5 p.m.</td>
<td>Final thoughts / Questions</td>
</tr>
<tr>
<td>5 – 7:30 p.m.</td>
<td>Attend Hospital Program at Lenox Hill</td>
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</tbody>
</table>

### FINANCE EXTERNSHIP  
*(5 students, 2 days)*

#### DAY 1

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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</thead>
<tbody>
<tr>
<td>9 – 10 a.m.</td>
<td>Welcome breakfast and kickoff</td>
</tr>
<tr>
<td>10 – 11 a.m.</td>
<td>Collateral overview</td>
</tr>
<tr>
<td>11 a.m. – Noon</td>
<td>MARM Overview</td>
</tr>
<tr>
<td>Noon – 1 p.m.</td>
<td>Lunch with Managing Director</td>
</tr>
<tr>
<td>1 – 2 p.m.</td>
<td>Tour</td>
</tr>
<tr>
<td>2 – 3 p.m.</td>
<td>GSAM overview</td>
</tr>
<tr>
<td>3 – 4 p.m.</td>
<td>Confirmations overview</td>
</tr>
<tr>
<td>4 – 5 p.m.</td>
<td>Wrap up</td>
</tr>
</tbody>
</table>

#### DAY 2

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 – 10 a.m.</td>
<td>Careers at company</td>
</tr>
<tr>
<td>10 – 11 a.m.</td>
<td>HVL experience</td>
</tr>
<tr>
<td>11 a.m. – Noon</td>
<td>BATS overview</td>
</tr>
<tr>
<td>Noon – 1 p.m.</td>
<td>Loan Ops overview</td>
</tr>
<tr>
<td>1 – 2 p.m.</td>
<td>Lunch and tour</td>
</tr>
<tr>
<td>2 – 3 p.m.</td>
<td>CD MO overview</td>
</tr>
<tr>
<td>3 – 4 p.m.</td>
<td>Commodities overview</td>
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<tr>
<td>4 – 5 p.m.</td>
<td>IRP MO / Wrap up</td>
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FAQs

What is an Externship?
An externship is a short-term job shadowing opportunity for students where they will connect to a professional to gain valuable exposure to career fields of interest. By sharing expertise and knowledge about work and careers with students, you serve as a resource for externs with their career development. The students can also provide limited input on projects or tasks, in order to learn more about the industry. Students should not work on projects assigned to paid staff members. The program connects you with current students and also exposes you to possible future employees or interns.

Who are the Externship Hosts?
Hosts are Bucknell University alumni, parents and friends of the University and Career Development Center who would like to support and forge a connection with our current students.

How does an externship differ from an internship?
An externship is a job shadowing, observation experience, designed to explore a career field/industry and company/organization. Students do not receive academic credit or pay for externships. In the past, some externships have led to internship opportunities.

What does a typical externship opportunity consist of?
Students will primarily be observing you, your colleagues’ and/or business partners’ day-to-day activities to receive well-rounded exposure to your career field. The students may provide very limited assistance, where appropriate, with projects or tasks to help acquaint them with the organization. In the past, students have attended meetings, listened in on conference calls, completed rounds (medical externships), observed photo shoots, edited documents/articles, researched competitors’ social media presences, etc.

Who is eligible to apply to an externship?
All currently enrolled sophomore and junior students are eligible to apply for an externship opportunity; however, priority will be given to sophomores.

Am I guaranteed a student if I register as an Externship Host?
While the Career Development Center will make every effort to match a student to your opportunity, we cannot guarantee a student match. Each year the students’ preferences of location and industries change depending on the class.

When do externships take place? How long are they?
Externships take place during Winter break (December or January). The dates and length of the externship are specified by the Host, and typically range from 1-3 days. Students must commit to the dates and duration indicated in the externship description.
Where do externships take place?
Externships are available throughout the United States as well as overseas.

Who pays for transportation and housing?
Students are responsible for all expenses related to the externship, including travel, accommodations (if any), meals, etc.

May I open my home to a student?
While this is very generous, the Career Development Center does not condone or encourage students to stay with their hosts. You should feel free to offer recommendations of local hotels or travel suggestions/advice if the student is not from the local area. Students are made aware of their responsibility to cover all associated costs of the program by signing a Participation Agreement.

When is my externship description due?
Registration opens in July and employers are encouraged to submit their externships before September 1. Externship Hosts will receive an email reminding them of their commitment and an opportunity to update their descriptions. Final externship descriptions and details are due by October 1.

Student application deadline is Tuesday, Oct. 24, 2017.

What is the selection process for the externships?
Externs are not chosen by the Hosts themselves, but are matched by the Bucknell University Externship selection committee consisting of members of the Career Development Center staff. Decisions are based on the student’s career interests and availability.

How do I register to become an Externship Host?
Complete the online form with your contact and company information, and a brief description of what students can expect if matched with your externship. bucknell.edu/externships.xml

How are students prepared?
All student externs are required to attend a Prep Session before they reach out to their Externship Hosts. The Prep Session addresses various aspects of professionalism, including appropriate workplace etiquette, proper attire and communication expectations.

Who do I contact if I have questions?
Contact Emily Dietrich at the Career Development Center by phone at 570-577-1589 or email at edietric@bucknell.edu.