

# THE EXTERN PROGRAM

**Spring Externship: March 8 – 12, 2010**

Application due: January 29, 2010

**Summer Externship: May 16 – 21, 2010**

Application due: April 2, 2010

## What is an Externship?

It is a 3 – 5 day experience where you go to a business or organization in your field of interest. You get to observe, do activities, and see what a professional in your field does on a day-to-day basis. It is an opportunity for you to gain an understanding of a business, industry or organization and/or job functions. It allows you the opportunity to ask questions.

During the externship, you observe a professional at the work site. You may spend time with one person or rotate assignments. Some externs have specific projects while others are given a variety of tasks which provide broad exposure to the professional field. It may help you confirm your career choice or it may just give you a taste of the work day. It gives you the chance to interact with professionals in your field and gain contacts.

## Spring Program

Is a structured 3 – 5 day experience. It could be in a location outside of Lock Haven. You will be notified by the end of February about your placement. If you have a placement outside your hometown area, we will attempt to find housing with alumni in the area.

## Summer Program

Is a structured week-long program in the Lock Haven area that can complement a summer class. It can be full-day or half-day experience at the site, ranging from 3 – 5 days. Placement will be at a local business or organization in the field of your interest. You will be notified by the end of April about your placement.

## Typical Activities

1. Sit in on staff meetings
2. Complete office tasks or assist with projects
3. Conduct informational interviews of both professional and administrative staff
4. Observe client interactions
5. Observe functions and duties of a particular career
6. Tour the facilities
7. Review organization's mission/vision statement and organizational charts
8. Understand office policies and procedures
9. Review current trends in the profession
10. Explore potential career paths within the organization and the profession
11. Meet the key players of the organization

**Student** You will be responsible for the following:

- Agree to participate in the externship for the duration of the program.
- Follow through with the duties and responsibilities assigned by the sponsor in a professional manner.
- Understand that some of the extern experiences may be more observational. Be aware of the benefit of observing.
- Participate in a brief orientation program, prior to the start of the program, and a presentation of the experience upon completion.
- Complete an evaluation of the externship.

Information: Career Services Office, Akeley 114,  
[acasper@lhup.edu](mailto:acasper@lhup.edu)

## Eligibility

Full-time student at LHU, preferably freshman, sophomore or junior  
Cumulative GPA of 2.0