EXTERN PROGRAM
MARCH 7-15, 2020
SPONSOR PLANNING GUIDE

SIU CARBONDALE
SOUTHERN ILLINOIS UNIVERSITY
CAREER DEVELOPMENT CENTER

SIU ALUMNI ASSOCIATION
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SOUTHERN ILLINOIS UNIVERSITY CARBONDALE
EXTERN PROGRAM

GREETINGS FROM CARBONDALE!

Thank you for considering the gift of sponsorship to a current student. The purpose of this guide is to help you decide on joining the Extern Program as a sponsor and ultimately assist you in planning the externship experience in your workplace.

Externships are a one-week career preparation and exploration experience for our current students. They are unpaid, though employers are welcome to offer stipends or other cost-saving measures to help students better afford their trip and stay. You also have complete control over the externship dates, length of time, number of students, and students participating in your externship.

Each spring, alumni and friends of the university host students at their workplaces and provide job shadowing in a wide variety of career fields. The Extern Program takes place between March 7-15, 2020. Students apply for externship positions based on their major, career interests, and the sponsor-developed description of the experience.

The SIU Career Development Center handles the majority of the administrative work. We need basic information about you, your company, and what the student will participate in during their externship. Sponsors should follow this link to enroll. If you have been apart of our Saluki Mentor Network, your login will be the same. With the provided information, our office will create a list of available externships with descriptions for students to view and apply for in fall 2019. Students will go through an application process, including a resume, cover letter, and in-person interview. The Career Development Center will assign students to sponsors, but sponsors have the final say in accepting or declining a student.

Please enroll as soon as you can, or at least prior to September 6, 2019. As you read through this guide and consider sponsoring a student, please do not hesitate to contact us at anytime. We are happy to explain the program in detail, answer questions, and talk through any concerns you might have.

Vanessa R. Renshaw
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SIU Career Development Center
careerdevelopment@siu.edu
618-453-2391
EXTERNAL PROGRAM SPONSOR RESPONSIBILITIES

1. Create a log-in and profile on the Extern Program Network, which allows us to host all of our sponsors in the same location. **It will ask for your headline, which should include your job title and company.** You will also be asked questions relevant to who you are and the details of the externship experience you are offering. **Please fill these out carefully as they will be used for students to determine if they wish to apply for certain externship opportunities.**

2. **Enhance your profile!** The more students can learn about you, the more excited they are about the opportunity to job shadow you. After creating a log-in and going through the basic onboarding, we encourage sponsors to revisit their profile and provide additional information that will assist students in knowing more about your professional accomplishments. In order to do this, we have created this easy how-to guide to accessing your profile and we will highlight just a few ways you can add profile content.

1. First, after being logged in, click the top right icon and you will see a drop-down menu. Select “View your profile”.

![View your profile](https://example.com/screenshot.png)
2. There are a variety of ways to enhance your profile. The edit icon seen in #1 allows you to change any information you inputted during onboarding. You can change information at any time. Please note that personal contact information (e.g., phone number and email address) will not be provided to students unless a sponsor has agreed to accept a student for externship.

You can also click the right arrow seen in #2 which will allow you to add a profile summary, degree information, professional experience, and resume. Taking advantage of any of these options is encouraged.

Scrolling down the page as seen in #3, will show you additional sections to add profile content.

3. Click the green arrow buttons or any “add” icon as seen in #2 to add additional content to your profile.
3. Submit a Memo of Understanding, or MOU, to create a formal partnership with SIU. The MOU requirement was put in place to our students, the sponsor, and the university during the externship experience. The MOU document is available [here](mailto:careerdevelopment@siu.edu) and can be submitted via email to careerdevelopment@siu.edu. It can be used for any future not-for-credit externs or interns from SIU for the next 5 years. If your company has a pre-existing MOU or liability agreement, please feel free to submit a completed copy to us. Our legal department will review the document, and assure it meets all our legal requirements. **Do not let the MOU requirement stop you from becoming a sponsor; we have some flexibility and are willing to work with you.** Please contact us at 618-453-2391 if you have any questions about the MOU process.

4. Keep in contact with the Career Development Center. You will hear from us throughout the year, primarily in the fall when students are applying to externships. **If something changes though and you are unable to offer the externship, please let us know immediately.** You can call our office at 618-453-2391 or email us at careerdevelopment@siu.edu.

5. Be prepared to help your student with the planning process. They are expected to make initial contact with sponsors, but remember they are learning! You can help them by asking what they hope to get out of the externship, finding deals on area hotels, or how to navigate the area they will travel to.

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### 2020 PROGRAM TIMELINE

**By Friday, September 6, 2019** – Extern sponsors enroll in the program by completing the online application

**September 9, 2019** – Students can view a complete list of available externships and create their own profile on the Extern Program Network

**November 20, 2019** – Extern sponsors are sent, via email (careerdevelopment@siu.edu), student information and resume to review

**By December 4, 2019** – Extern sponsors need to respond via email (careerdevelopment@siu.edu) to student offer(s)

**December 6, 2019** – Students are sent externship offer via email

**December 13, 2019** – Deadline for students to accept externship

**December 18, 2019** – Successful match emails are sent to both sponsor and student. Students are required to initiate contact with sponsor.

**March 7-15, 2020** – Externships take place during this time, as determined by sponsors.
EXTERN PROGRAM PROCESS

EXTERN SPONSOR SIGN UP AND ENROLLMENT PERIOD
June 1 – September 6, 2019

SPONSOR TASK #1 – Sponsor signs up via Extern Program Network, including detailed description of externship and submits MOU (or establishes alternative with CDC staff).

APPLICATIONS
October 1 – 31, 2019
Students complete an online application via the Extern Program Network, including a resume and cover letter. They may apply to up to three externships. All students will be interviewed in November.

SELECTION
November 18 – 20, 2019
Career Development Center staff and the Extern Program committee will meet to review all applicants. Based on appropriateness and student choice of externships, students will be assigned to a sponsor. Sponsors will be emailed on November 20, 2019, with information about their extern, as well as their resume.

SPONSOR DEADLINE TO ACCEPT STUDENT
November 20 - December 4, 2019

SPONSOR TASK #2 – Sponsors must contact the Career Development Center at 618-453-2391 or careerdevelopment@siu.edu to accept or decline their match. If you decline a student, we cannot guarantee a second match.

SPONSOR INFORMATION SENT TO STUDENTS
December 18, 2019
The Career Development Center staff will email students notifying them of their match, with the employer email added. Sponsor contact information will be attached, and students are expected to make the initial contact with sponsors.

STUDENT PREPARATION
March 3, 2020
The students will attend a mandatory send-off. This ceremony will recognize them, answer any questions about their externships, and prepare them for the experience.

EXTERN PROGRAM
March 7 – 15, 2020
ADVICE FROM PAST SPONSORS

We know it can be helpful to hear from past Extern Program sponsors, so we asked previous sponsors for advice for those considering participating.

“Engage with extern prior to the start of the externship to find out their schedule as well as to make sure both your expectations and the student's externship align.” Melissa Mitsdarffer, Perry County Counseling Center

“Have a plan in mind, but also meet with the extern in advance to develop a plan that is mutually beneficial.” Sarah Heyer, Keep Carbondale Beautiful

“Have a mix of professional mixed group setting things scheduled and one on one time scheduled.” Will Stephens, Murphysboro, IL Mayor

“Take the opportunity to give back! Don’t expect to receive anything in return from the student... but be prepared to realize how much you can teach them and open their eyes!” Beth Kutterer-Sanchez, Mackey Mitchell Architects

“I would recommend sponsoring students. It is always nice to mentor students and help in answering their questions regarding their area of study.” Andrea Palmer, SIU Physical Plant

“Take advantage of the opportunity to give back. Your day to day business doesn't have to change. Just show the externs what you do and also let them dive in a little. It's one week.” Celesta Bowers, Priority Staffing Group, LTD.

“Put yourself in their shoes. Show them the "cool" stuff and share things that have helped you along the way.” Scott Burfield, United Ground Express

“Do it. It's a good experience. Especially if you're in a technical-ish field, many younger people can teach you things.” Kenny Gilbreath, Scofield Digital Storytelling

“It’s an excellent way to provide a learning opportunity for an individual looking to better themselves and pursue what they are passionate about without expecting any compensation in return.” Jacob Rose, TBE Architects
FAQs

What do I do with an extern?
What you do with an extern will vary based on industry, career, and even the week the student is with you. That being said, let the student see what a typical day looks like for you. Invite them to observe, and possibly be active participants. Some sponsors have also given their externs small projects to work on, while they supervise and offer input. We would also encourage you to ask your extern what they want to get out of the externship. This will help you “construct” their experience. Lastly, schedules are very helpful to organize yourself with your extern, and also to give to them so they are aware of their daily activities. At the end of this guide, you can find several sample schedules that have been used during past externships.

I’m not sure my position is “that interesting” to students. What do you think?
If you can offer an opportunity to share you experience and expertise, we think it is always worth it to offer the gift of sponsorship. What you may find boring, could be exciting to a student. They also are experiencing a reality of the career. Every day at work isn’t exciting, and that is okay.

I can only offer a couple days during spring break for a student to come. Is that worth it?
Yes! We understand that a full week of job shadowing may be difficult for some sponsors to offer. Even if you can offer 2 or 3 days, it is well worth it to host a student. Some students may even prefer shorter externships, as it lessens the cost of their stay and allows them some time to enjoy their break.

Are externships paid?
No, students are financially responsible for their externship. This includes travel to and from the site, overnight accommodations, food, and any other expenses incurred during the externship. The SIU Career Development Center does offer travel awards to students in need, but these vary based on available funding.

Can we provide some financial assistant to the student?
Yes! Some sponsors offer a stipend to help with the cost of externships. You can also be helpful by assisting them with reduced rate hotels, affordable public transportation, providing some meals, etc.

I want to sponsor a student but cannot commit to spring break. Can I sponsor at other times of the year?
Yes, the formal Extern Program takes place during spring break, but we offer informal externships throughout the year. Please contact our office at 618-453-2391 and we can discuss this alternative further.

Our company has never had to sign a MOU. Why is this a requirement?
We want to protect our students when they take advantage of excellent opportunities like the Extern Program. The MOU is meant to protect the student, the company, and the university. We understand it is new to many sponsors, and are willing to work with you. If the MOU is keeping you from hosting a student, we do have alternatives that may be work in its place. Please contact our office at 618-453-2391 to discuss this further, or if you have additional questions and/or concerns.
EXTERN PROGRAM
SAMPLE ITINERARY 1

Monday
8:30 AM – Arrive Meet with Jaime for tour of the office, introductions.
9:00 AM – 11:30 AM - Meet with Michelle, Sheila and Vanessa to discuss background of company, growth, what markets we operate in, and specifically what segments they will be seeing throughout the week in this office.
12:00 PM – Lunch
1:00 PM – 2:00 PM Structural Analysis introduction with Grace
2:00 PM – 5:00 PM: Pair off meet and Shadow Structural Engineer through a project.

Tuesday
8:30 AM – Arrive, Continue Shadowing Engineers through Structural projects
12:00 PM – Lunch
1:00 PM -5:00PM - Continue Shadowing Engineers through Structural projects

Wednesday
8:30 AM – Arrive, Continue Shadowing Engineers through Structural projects
12:00 PM – Lunch
1:00 PM – 2:00 PM – Q and A with Grace on open Structural items.
2:00PM – 3:00 PM Meet with Jaime and Michelle to discuss inspection projects and process
3:00 PM -5:00 PM – Work on inspection project with Michelle

Thursday
8:30 AM – Arrive, Continue to work on ATC inspection project with Michelle
12:00 PM – Lunch
1:00 PM – 5:00 PM - Continue to work on ATC inspection project with Michelle

Friday
8:30 AM – Arrive, Continue to work on ATC inspection project with Michelle
12:00 PM - Lunch with Jaime/Sheila/Michelle/Vanessa
1:00 PM- 3:00 PM – Wrap up ATC inspection project with Michelle
3:00 PM – 4:30 PM – Close out week with Jaime.
EXTERN PROGRAM
SAMPLE ITINERARY 2

Start Times 10:00am - 5:00pm
Attire - We work in a comfortable atmosphere - jeans, gym shoes, sweatshirts, etc. Please feel free to dress comfortably (as if you were attending class). Also, please dress warm since we may have some outdoor activities and the weather can be chilly.

Location
1234 N. Central Ave.
Carbondale, IL 62901
123-456-7890 ext. 1

Directions
We are located on the north side of Central Avenue between Main Street and Mill Street. Our door entrance is next to the bookstore, across the street from the restaurant. Be advised that Central Avenue is a one-way street heading north. We are close to public transportation: metra, CTA, and train (red, blue, and yellow).

Company Information
Please review the website to familiarize yourself with our clientele as you will be participating in various field marketing activities, research gatherings, and focus groups.

Projects
Calendar of April Events
Market new project materials
Create summer schedule/activities
Marketing plan (week activity)

Tentative Schedule

Monday
10AM Orientation
Noon Street Team Preparation
2PM Attend promotional event

Tuesday
10AM Marketing project time
1PM Conference call with prospective client
2PM Attend promotional event
10PM Promotional party at local restaurant

Wednesday
12 NOON Late start; charity run promotion
3PM Organize data from feedback sheet

Thursday
10AM Organize music for day’s promotional event
12 NOON Conference call with client
2PM Questions and answers with Director
2:30PM Finishing of marketing campaign

Friday
10AM Concert preparation
1PM Meet with Director of Advertising
3PM Meet and greet with CEO of Company
EXTERN PROGRAM
SAMPLE ITINERARY 3

Monday
9AM-12PM  Orientation: Company history, products, services, locations, mission and vision, tour of the facility, introduction to employees participating in the training
12PM – 1PM  Lunch with VP of Business Development
1PM – 4PM  Member Service Department – More in-depth on product and services, opening accounts, and review of investment choices (certificates and IRAs)

Tuesday
9AM-12PM  Mortgage processing, qualifications, credit analysis, and credit decisions
1PM-4PM  Card services department – Review of credit card, check card, and ATM programs

Wednesday
9AM-12PM  ACH department – includes a review of automatic deposits, automatic payments, and electronic transactions
1PM-4PM  Teller Department – Overview of teller responsibilities, transaction processing, and vault and cash management

Thursday
9AM-12PM  Processing share drafts – review how checks clear and post to member accounts
1PM-4PM  Consumer and indirect lending programs – A review of the programs, loan types, and credit analysis and decisions

Friday
9AM-12PM  Time with CEO. Summary of experience. Were goals reached?
# EXTERN PROGRAM
## SAMPLE ITINERARY 4

### Monday, March 1

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00AM</td>
<td>General tour of offices, goals, discussion with Executive Director</td>
</tr>
<tr>
<td>10:00AM</td>
<td>Sit in on staff meeting</td>
</tr>
<tr>
<td>1:30PM</td>
<td>Tour of maintenance facility</td>
</tr>
<tr>
<td>3:00PM</td>
<td>Meeting with Director of Public Relations</td>
</tr>
</tbody>
</table>

### Tuesday, March 2

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00AM</td>
<td>Discussion with Executive Director</td>
</tr>
<tr>
<td>9:30AM</td>
<td>Work with Director of Finance</td>
</tr>
<tr>
<td>1:30PM</td>
<td>Meeting with constituent groups</td>
</tr>
</tbody>
</table>

### Wednesday, March 3

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30AM</td>
<td>Meeting with properties manager – shadowing opportunity/tour</td>
</tr>
<tr>
<td>1:00PM</td>
<td>Meeting with Director of Operations/Maintenance and tour</td>
</tr>
</tbody>
</table>

### Thursday, March 4

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00AM</td>
<td>Work with Director of Marketing</td>
</tr>
<tr>
<td>11:00AM</td>
<td>Attend Board meeting with executive staff</td>
</tr>
<tr>
<td>2:00PM</td>
<td>Work with Deputy Director of Finance/Administration</td>
</tr>
</tbody>
</table>

### Friday, March 5

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00AM</td>
<td>Work with Director of Global Operations</td>
</tr>
<tr>
<td>10:00AM</td>
<td>Meeting with facility engineers</td>
</tr>
<tr>
<td>1:30PM</td>
<td>Discussion with Executive Director/farewell</td>
</tr>
</tbody>
</table>
STILL HAVE QUESTIONS?
CALL US 618/453-2391 | VISIT US AT CAREERDEVELOPMENT.SIU.EDU