EXTERN PROGRAM
MARCH 7-15, 2020
STUDENT PLANNING GUIDE
Thank you for considering participation in our 2020 Extern Program! For more than 30 years, SIU has provided the Extern Program as a unique professional development experience for students. To date, more than 4,000 Salukis have worked with companies and organizations around the nation to gain first-hand experience.

A partnership between the Career Development Center and Alumni Association, the Extern Program provides students with professional experience in their chosen career fields. Students are matched with SIU alumni and friends in a variety of careers across the country. They apply skills learned in the classroom in a professional work environment. The program is individualized and enhances the student’s education. Benefits received are invaluable. Not only will students gain real world career knowledge and experience, they will also expand their career network. Some students find their externship has led them to find a lifelong mentor, an internship, and even a full-time employment offer.

Externships are an unpaid one-week career preparation and exploration experience for current students in their third semester at SIU or be a transfer student (JD and Master’s students may also apply). 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.

This guide will help prepare you for the Extern Program application process, as well as what to expect if you are offered an externship. If you find yourself having questions along the way, feel free to contact the Career Development Center. Our contact information is at the bottom of this letter.

With Saluki Pride,

Vanessa R. Renshaw  
Experiential Education Coordinator  
SIU Career Development Center  
careerdevelopment@siu.edu  
618-453-2391
EXTERN PROGRAM PREP SERIES

EXTERN PROGRAM INFO SESSION
SEPTEMBER 18, 2019, 4:00 – 5:00PM
LOCATION: STUDENT SERVICES BUILDING, ROOM 170

EXTERN PREP: RESUME
SEPTEMBER 25, 2019, 4:00 – 5:00PM
LOCATION: STUDENT SERVICES BUILDING, ROOM 170

EXTERN PREP: INTERVIEW SKILLS
NOVEMBER 5, 2019, 4:00 – 5:00PM
LOCATION: STUDENT SERVICES BUILDING, ROOM 170
EXTERN PROGRAM STUDENT REQUIREMENTS

Eligibility in the Extern Program requires students must:

- Be in their third semester of undergraduate studies at SIU or a transfer student (Master’s and JD students may also apply)
- Be enrolled full-time at SIU during the application process and during the externship
- Complete a profile in the SIU Extern Program Network (link will be made available on September 9, 2019)
- Submit a Career Development Center approved resume* via the Extern Program Network
- Complete a screening interview – November 13, 2019 Time TBD
- Contact the sponsor prior to the externship
- Initiate and continue contact with sponsor prior to the externship
- Attend the Send-off Ceremony prior to the externship (Date TBD)
- Attend the Extern Recognition Ceremony upon returning to campus (Date TBD)

Recommended:

- Have a 2.75 GPA (if you do not meet this, it must be addressed in your cover letter)

* Resumes must be approved by a Career Development Center staff member. Please come in during our walk-in hours of 9am-3pm Monday-Friday or make an appointment with one of our staff members by calling us at 618-453-2391.

KAYLA LEE & AALAIYAH TICER AT FDH INFRASTRUCTURE EXTERNSHIP 2019
WORDS FROM PAST EXTERNS

We could continue to tell you all about the benefits you could receive from participating as an extern, but instead we will let our past externs do the talking.

“This was an absolutely priceless experience. I feel like I had a serious insight into what it means to be a motion designer and what an agency team is like. I’ve improved so much from what I learned at Scofield! I would highly recommend this externship to other students interested in motion design, if they apply to the program.”

“This is my 16th year working in the automotive field and I have been looking for some sort of career path that will not be so harsh on my body. I have gained invaluable insight to the corporate side of my industry that I would not have had the opportunity to see unless I quit my job. This one-week format is perfect to students like me that have a full-time job and would like to see what a possible career change may look like.”

“A great first step into the professional world!”

“I just can’t say enough about this program. It was a great experience and an absolute pleasure to take part in, even for just a short time.”

“It was a very valuable experience. I learned a lot and it helped me decide on my next adventure.”

“There are a lot of parts about a future job that can’t be learned from just a classroom alone. That’s why this externship was so important.”

“Everyone should do it!”

“It was a great experience and I feel that I made beneficial connections that will help my career. I got to see what it was like in an architectural office and got to observe the dialogue that happens between employees.”

“I learned a lot about a company I didn’t even really know about, and it helped if anything confirm my interest in my major.”

“If students have the opportunity to take part in an externship program, they shouldn’t have any reservations in doing so.”

“This week has been very insightful and has given me a lot of different opportunities to think about while I continue to develop my career. I was able to make several good industry contacts and I would recommend this experience to anyone that is not completely sure of the direction they would like to pursue in the automotive field. This experience was very helpful and more students should take advantage of it.”
STUDENT APPLICATION PROCESS

Step 1 – Review available externships. The externship listing will be made available on September 9, 2019 on the Career Development website. This will give you an idea of what you will be doing during an externship, the duration, as well as where it is located.

Step 2 – Create a login for the SIU Extern Program Network, and follow the prompts to create a profile. Please note that this profile will be viewable by sponsors, so be professional! Sponsors will use this information to accept or decline your offer to extern with their company.

Step 3 – Complete your profile by adding your pre-approved Career Development Center resume. Here are the steps to uploading your resume to your profile:

1. Log in to the SIU Extern Program Network
2. Click the icon at the top right of the page, and a drop-down menu will appear
3. Click “View your profile”

1. You will have the option to complete your profile. The green arrow indicates where you can choose different options to do this. Click until you get to “Upload a Resume”
1. Click “Upload a resume”.
2.
Step 4 – You will be contacted via email on November 1, 2019 concerning your eligibility in the externship program. Interviews will be conducted on November 13, 2019. You must interview as part of the application process. If you cannot attend the interview day, you must contact the Career Development Center for an alternative date/time. No interviews will be conducted after November 15, 2019 at 4:00PM.

Step 5 – You will be contacted via email on December 6, 2019 to update you on if we have successfully matched you with a sponsor or not. If the sponsor was in your top 3 choices, you must follow-through with your externship. If the sponsor is not in your top 3 choices, you have until December 13, 2019 at 4:00PM to accept or decline the offer. Additional sponsor offers after declining are not guaranteed.
EXTERN EXPECTATIONS

Contact your sponsor. On December 6th, you will be given sponsor contact information. We encourage you to call your sponsor rather than email, as it is easier to establish rapport and work through the logistics of your externship.

Attend the Send-Off Ceremony. This is a mandatory ceremony for all Extern Program participants. You will be given a gift for participating, as well as provided with a gift for your sponsor.

Do your externship! This is what you’ve worked for! Enjoy it and learn as much as you can!

Attend the Recognition Ceremony. This is also mandatory for Extern Program participants. The SIU Alumni Association will honor you for your participating in the program, and college deans will be present to discuss your externship experience.

As an extern, you are a representative of your department, the college, and Southern Illinois University Carbondale. All students are expected to behave in accordance with the Student Conduct Code, as well as present yourself professionally. Consider these areas of professional behavior.

Respect. A respectful attitude towards others is essential. Sponsors are going out of their way to make this a great experience for you. Be respectful of this opportunity and their time.

Communication. Keep in contact with your sponsor prior to the externship, as well as during the experience. Ask questions, listen, and use good manners when engaging with others.

Time Management. Do not be late. Organize yourself by becoming familiar with transportation methods and times so you can be on time. Utilize a schedule to know where you need to be, and when.

Safety. Review and follow any safety protocol your sponsor details.

Dress. If you have not already, I encourage you to have a discussion with your sponsor about appropriate clothing during your extern experience. When in doubt, business casual is usually acceptable. If you do not have professional clothing, please visit the Career Development Center between 8:00-4:00PM Monday – Friday to take advantage of the Professional Clothing Closet. You are allowed to take one complete outfit home for free, and use it during your externship.

Commitment. By applying for the Extern Program and accepting the offer with a sponsor, it is assumed you are committed to following through with the experience. If you do not follow through with the commitment, you will not be allowed to participate in future extern opportunities. In the case of an emergency, please contact the Career Development Center at 618.453.2391
FAQs

I don’t have a high GPA. Can I still participate?
We recommend a GPA of 2.75, primarily because if you are struggling in your coursework, you may need to focus on it right now rather than an externship. However, there are exceptions so if you have a GPA of less than 2.75, we ask you address it in your cover letter.

I’m a doctoral student and want to participate. Can I?
The Extern Program does not currently support doctoral students. However, if you are seeking experiential learning opportunities (e.g., internships) and struggling, please contact our office at 618-453-2391. We can meet with you to discuss your search!

I’m a freshman and I want to participate. Can I?
We require students be in their third semester of undergraduate studies at SIU. Extern sponsors typically want more advanced students who have had some coursework relevant to the position. We appreciate your enthusiasm and hope you apply in the future, but at this time we hope you focus on your studies and finding your footing as a new Saluki!

I don’t see any externship experiences that I like, but I still want to be an extern. Can I still apply?
The externships listed are what we have available for the 2020 Spring break, so we cannot guarantee finding any additional placements. You can apply, but you may be placed with an externship that is already listed. It is also possible we could not find a placement for you, so applying is not a guarantee of any placement.

Is the externship paid?
No, externships are not paid. Students sign up for them with the understanding that the experience is unpaid. We do offer travel awards based on funding availability. Information on applying for a travel award will be made available in January 2020. Applying for a travel award does not guarantee reimbursement.

Is travel reimbursed?
Yes and no. We do not guarantee any reimbursement of travel. However, we do offer travel awards based on funding availability. Information on applying for a travel award will be made available in January 2020. Applying for a travel award does not guarantee reimbursement.

How do you select who goes to certain externship opportunities?
Students are asked to rank their top 3 externship opportunities in their cover letter. This helps us see who you are interested in externing with, though we cannot guarantee placement with those selected (we will try though!). The Extern Program Committee will review all application materials as well as your interview, and then match students based on that information with willing sponsors.
What do I do if I cannot commit to my externship placement?
If you are placed with an extern sponsor you indicated in your top 3 you would want to work with, you must follow through with your commitment. If you do not, you will no longer be able to participate in the Extern Program. If you are given an alternative placement, you have until December 13, 2019 to decide if you want to proceed with the externship or not. After accepting, you must follow through with your commitment. If you decline prior to December 13, 2019, there are no penalties. Declining after accepting a placement forfeits your ability to participate in the extern program.

However, we do understand life happens. Contact us immediately if you cannot meet the expectations of your externship. Our phone number is 618-453-2391 or we can be reached via email, careerdevelopment@siu.edu.

If I am not given a placement I asked for, can I decline it?
Yes, you have until December 13, 2019 to decline an externship that was not in your top 3 selections. We cannot guarantee any additional externship offers so keep that in mind!

Who do I contact if I have questions about the Extern Program?
Contact the Career Development Center. Here is our information:

1263 Lincoln Dr., Suite 0110
Student Services Building
Southern Illinois University
Carbondale, Illinois 62901

Office Hours
Monday - Friday
8:00 a.m. - 4:30 p.m.
618-453-2391 | careerdevelopment@siu.edu