



**EXTERN PROGRAM
SPONSOR PLANNING GUIDE
March 11 - 19, 2023**

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 11-19, 2023.** 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 register. 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. Our office will start pairing students with sponsors in late November, 2022. 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.

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EXTERN PROGRAM SPONSOR RESPONSIBILITIES

1. [Register](#) as a sponsor. This gives us basic information to learn about you, the position you are in, and the company you own or work for. You will then receive follow-up information from our office.
2. 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 on our website 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.
3. 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.
4. 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.
5. Prep for your student's arrival. At the end of this guide, are sample itineraries from previous externships. Students are looking for opportunities to learn, explore, ask questions, network, and grow!

ADVICE FROM PAST SPONSORS

"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

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 your 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 assistance 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 John for tour of the office, introductions.

9:00 AM - 11:30 AM - Meet with John, Jane and Adam 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 John and Jane to discuss inspection projects and process

3:00 PM -5:00 PM - Work on inspection project with John

Thursday

8:30 AM - Arrive, Continue to work on ATC inspection project with John

12:00 PM - Lunch

1:00 PM - 5:00 PM - Continue to work on ATC inspection project with John

Friday

8:30 AM - Arrive, Continue to work on ATC inspection project with John

12:00 PM - Lunch with John, Jane, and Adam

1:00 PM- 3:00 PM - Wrap up ATC inspection project with John

3:00 PM - 4:30 PM - Close out week with Adam.

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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 transportations: 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

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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

8:00AM General tour of offices, goals, discussion with Executive Director
10:00AM Sit in on staff meeting
1:30PM Tour of maintenance facility
3:00PM Meeting with Director of Public Relations

Tuesday

8:00AM Discussion with Executive Director
9:30AM Work with Director of Finance
1:30PM Meeting with constituent groups

Wednesday

8:30AM Meeting with properties manager - shadowing opportunity/tour
1:00PM Meeting with Director of Operations/Maintenance and tour

Thursday

9:00AM Work with Director of Marketing
11:00AM Attend Board meeting with executive staff
2:00PM Work with Deputy Director of Finance/Administration

Friday

9:00AM Work with Director of Global Operations
10:00AM Meeting with facility engineers
1:30PM Discussion with Executive Director/farewell