

# Extern Program



**Host Planning Guide**  
**March 9-17, 2024**



# SOUTHERN ILLINOIS UNIVERSITY CARBONDALE EXTERN PROGRAM GREETINGS FROM CARBONDALE!

Thank you for your interest in participation in our Extern Program! The purpose of this guide is to provide your team information about the program and assist you in planning and developing the externship experience in your workplace.

Externships allow SIU students the opportunity to experience their future career fields under the mentorship of a professional in the field. This provides students with real-world knowledge, while also expanding their professional network. Though externships are typically unpaid experiences, employers are welcome to offer stipends or other cost-saving measures to help students better afford their externship. As a host employer, you have complete control over the length of time, number of students, and your choice of student(s) who participate at your company during the week of the program.

In order to participate in the program, current SIU students apply through the Career Development Center. Students must submit a resume and a cover letter and complete an interview with Career Development staff. Once approved, Career Development staff will begin the process of student placement with a host employer. We will send you a student(s) to consider, and your team may then select which student(s) to host.

The Extern Program is mutually beneficial for SIU students and host employers. Past student participants of the program have felt they grew as both a person and professional during the experience. They feel more confident in their projected career path, while also expressing sincere interest in employment opportunities at the employer who hosted them. Past host employers enjoyed hosting students and showing them the ropes, while also determining if the students were a good fit for an internship and/or full-time opportunities at their organization.

If your organization is interested in hosting a SIU student during the week of March 9-17, 2024, please follow the steps below:

1. Fill out the [host application form](#). This form asks for additional information about your organization and will greatly assist the Career Development staff in understanding your industry, allowing for better student placement.
2. Complete and sign the [Memo of Understanding \(MOU\)](#). The MOU is effective for five years unless otherwise stated, and SIU requires to have this form completed and signed before placement of students at your organization. The form can be changed and edited to best fit your organization, so please do not let this document stop you from participating. Please send to Stephanie Mueller ([smueller95@siu.edu](mailto:smueller95@siu.edu)) once you have the agreement completed.

3. Once the MOU is finalized, we can place SIU externs with your organization! The student application to the program opens August 21, 2023. The Career Development Center will immediately begin processing applications and approving students and will also begin matching students with host employers. The student application will be open from August 21 through November 1, 2023.

The Extern Program exists to provide professional development and experiential learning to our current SIU students, and to create and foster positive partnerships with our host employers. Your satisfaction as a host employer is critical to the success of this program, and Career Development staff are here to help guide you through the process and program.

If you have any questions or concerns regarding any of the information provided in this planning guide, please do not hesitate to reach out to:



Stephanie Mueller  
Experiential Education Coordinator  
SIU Career Development Center  
[smueller95@siu.edu](mailto:smueller95@siu.edu)  
618-453-1049

## HOST EMPLOYER RESPONSIBILITIES

The Career Development staff handles the majority of the administrative work for the program to alleviate any extra work or pressure on our host employers. As a host employer, you will be responsible for developing an itinerary/agenda for the week of the program. The agenda should give your externs an idea of what days you expect them to be in the office, the hours they are expected to work, who they will be shadowing/mentoring, and recommendations of what attire they should bring/wear to your office.

In addition, many externs find it extremely helpful to have a virtual call with you before the week of the program. It is helpful to discuss logistics, such as transportation to the office, nearby accommodations, and any other helpful information about your office or the surrounding area. Please be prepared to help your extern student with the planning process. They may be unfamiliar with the location of your organization and will need guidance.

As a host employer, you are NOT responsible for paying for the student's accommodations, transportation to your location, food/parking costs, and other costs associated with the program. However, if your organization can assist the student with any of these costs, it is greatly appreciated!

The Career Development Center will keep in contact with you throughout the year, especially in the fall when the students are applying to the program. If something changes and your organization is unable to offer the externship, please let us know immediately. You can contact Stephanie with the information above or call the front desk of the Career Development Center at 618-453-2391 or email at [careerdevelopment@siu.edu](mailto:careerdevelopment@siu.edu).

## ADVICE FROM PAST SPONSORS

“It’s all new for the students, so don’t worry so much about “what” they’ll be doing. Just arrange for them to get to know some of the team and observe a range of business activities.”  
KPMG, 2023 Host Employer



“Allow the student to job shadow several different employees and departments so they get a good understanding on how your organization works.”  
Sloan Implement, 2023 Host Employer

“Identify areas of interest for the externs so they can get the most out of the experience.”  
Prysmian Group, 2023 Host Employer



“Provide a summary (in advance) of what your department or team does, and how being in your presence will benefit them in their pursuit of their first job or in launching their career”.  
SIU Office of Information Technology  
2023 Host Employer

“Welcome them as a member of your team, not just a temporary hand for a few days. Let them see the day-to-day camaraderie!”  
-Ozark Koala Ecosystem Services LLC, 2023 Host Employer

“Planning for each day is crucial in helping to make a successful externship.”  
SIU Facilities and Energy Management, 2023 Host Employer

# 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 hosts 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 the students to gain real life experience. What you may find boring, could be exciting to a student. Every day at work isn’t exciting, and that is okay.

## **I can only offer a couple of days during the week of March 9-17, 2024, for a student to come. Is that acceptable and worth it?**

Yes! We understand that a full week of job shadowing may be difficult for some hosts to offer. Even if you can offer two or three 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 hosts cover the cost of accommodations, transportation (plane, car, train), parking fees and food! While many hosts are not able to cover these costs for the students, some will offer a stipend to help. You can also be helpful by assisting them with reduced rate hotels, affordable public transportation, providing some meals, etc.

## **I want to host a student but cannot commit to the week of March 9-17, 2024. Can I host at other times of the year?**

YES! The formal Extern Program takes place during SIU’s spring break, but we can coordinate a different time of the year for the student to have their externship with you. Please contact Stephanie or the Career Development Center to indicate that you would like to host during a different time of the year, and we will coordinate it with the student.

## **What is the Memo of Understanding (MOU), and why is this a requirement?**

In order for the SIU Career Development Center to place students at externships during this program, we need to have a completed and signed MOU in place with your organization. The MOU is meant to protect the student, the company, and the University if anything unexpected should happen during the externship. We understand this type of agreement/document is new to many hosts, and we are willing to work with you. If the MOU is keeping you from hosting a student, we do have alternatives that may work in its place. Please contact Stephanie or the Career Development Center to discuss further, we are happy to answer any questions or concerns you have.

## **SAMPLE ITINERARIES**

### **MONDAY**

8:30 AM - 9:00 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 - 1:00 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 -12:00 AM Arrive, continue shadowing engineers through structural projects.

12:00 PM - 1:00 PM Lunch

1:00 PM -5:00PM Continue shadowing engineers through structural projects.

### **WEDNESDAY**

8:30 AM - 12:00 PM Arrive, continue shadowing engineers through structural projects.

12:00 PM - 1:00 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 - 12:00 Arrive, Continue to work on ATC inspection project with John.

12:00 PM - 1:00 PM Lunch

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

### **FRIDAY**

8:30 AM - 12:00 PM Arrive, Continue to work on ATC inspection project with John.

12:00 PM - 1:00 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.

**Externship Time | 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**

10:00am | Orientation.  
12:00pm | Street team preparation.  
2:00pm | Attend promotional event.

**Tuesday**

10:00am | Marketing project time.  
1:00pm | Conference call with prospective client.  
2:00pm | Attend promotional event.  
10:00pm | Promotional party at local restaurant.

**Wednesday**

12:00pm | Late start; charity run promotion.  
3:00pm | Organize data from feedback sheet.

**Thursday**

10:00am | Organize music for day's promotional event.  
12:00pm | Conference call with client.  
2:00pm | Questions and answers with director.  
2:30pm | Finishing of marketing campaign.

**Friday**

10:00am | Concert preparation.  
1:00pm | Meet with director of advertising.  
3:00pm | Meet and greet with CEO of company.  
4:00pm | Farewell party!

# THANK YOU FOR CONSIDERING PARTICIPATION IN THE 2024 EXTERN PROGRAM!



For questions, concerns, or more information regarding the Extern Program, please reach out to:

Stephanie Mueller  
Experiential Education Coordinator  
SIU Career Development Center  
618-453-1049  
[smueller95@siu.edu](mailto:smueller95@siu.edu)