



SOUTHERN ILLINOIS UNIVERSITY  
CAREER DEVELOPMENT  
CENTER

# Extern Program Host Planning Guide



# EXTERN PROGRAM

## Greetings from Carbondale!

Thank you for your interest in participating in our Extern Program! This guide provides essential information to help you plan and develop a successful externship experience at your workplace.

## About the Extern Program

Externships offer SIU students a valuable opportunity to experience their future career fields under the mentorship of professionals. These experiences provide students with real-world knowledge and help them expand their professional networks. While externships are typically unpaid, employers are welcome to offer stipends or other support to help students participate more easily.

As a host employer, you have the flexibility to determine the length of the externship, the number of students you host, and the selection of students who will participate in your program.

## How the Program Works

SIU students apply to externship opportunities through Hire a Saluki. To apply, students submit a resume and cover letter for each opportunity. As a host, you will receive these applications and have a deadline to select the student(s) you wish to host.

## Benefits of the Extern Program

The Extern Program is mutually beneficial for both students and host employers. Students gain personal and professional growth, increased confidence in their career paths, and an interest in employment opportunities with their host employers. Host employers enjoy mentoring students, showcasing their workplace, and evaluating students for potential internships or full-time positions.

## How to Participate

If your organization is interested in hosting an SIU student during spring break, please follow these steps:

1. Complete the Host Application Form: This form will be used to post your opportunity in Hire a Saluki.
2. Review Applications: Communicate your selection decisions with each student.
3. Interview Students: We encourage you to interview interested students before making your final selection.

## Support and Contact Information

The Extern Program aims to provide professional development and experiential learning for SIU students while fostering positive partnerships with host employers. Your satisfaction is crucial to the program's success, and our Career Development staff are here to guide you through the process.

If you have any questions or concerns, please do not hesitate to reach out.

# Host Employer Responsibilities for the Extern Program

## 1. Develop an Itinerary/Agenda

Your itinerary should include:

- Office Days & Hours: Specify which days and hours the externs are expected to be in the office.
- Shadowing/Mentoring Schedule: Detail who the externs will be shadowing or mentoring each day.
- Dress Code: Provide recommendations on attire appropriate for your office environment.

## 2. Pre-Program Virtual Call

It is beneficial to have a virtual call with your extern(s) before the program starts to discuss:

- Logistics: Transportation options to your office, nearby accommodations, and any other relevant information about your office or the surrounding area.

## 3. Planning Assistance

Externs might be unfamiliar with your organization's location and will need guidance on:

- Transportation: Best routes, public transport options, parking details, etc.
- Accommodations: Nearby hotels or short-term rental options.
- Local Area: Information about the neighborhood, dining options, safety tips, etc.

## 4. Cost Management

As a host employer, you are not responsible for the following costs:

- Accommodations
- Transportation to your location
- Food and parking

However, if your organization can assist with any of these costs, it would be greatly appreciated.

By fulfilling these responsibilities, you help ensure a smooth and enriching experience for your externs



## 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*

*"Allow the student to job shadow several different employees and departments so they get a good understanding on how your organization works." ~Sloan Implement*

*"Identify areas of interest for the externs so they can get the most out of the experience." ~Prysmian Group*

*"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*

*"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*

*"Planning for each day is crucial in helping to make a successful externship." ~SIU Facilities and Energy Management*

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

*"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." ~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." ~Keep Carbondale Beautiful*

*"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!" ~Mackey Mitchell Architects*



# Frequently Asked Questions (FAQs) for Host Employers

## What do I do with an extern?

Your activities with an extern will vary based on your industry, career, and even the week the student is with you. Here are some general guidelines:

- *Typical Day Exposure:* Let the student see what a typical day looks like for you. Invite them to observe and possibly participate in activities.
- *Active Participation:* Allow the extern to be an active participant where possible.
- *Small Projects:* Some hosts provide small projects for externs to work on, supervising and offering input.
- *Student's Goals:* Ask your extern what they hope to gain from the experience to help tailor their activities.
- *Schedules:* Use and provide schedules to organize daily activities for both you and the extern.

## I'm not sure my position is "that interesting" to students. What do you think?

If you can share your experience and expertise, it's valuable to the students. What may seem routine to you can be exciting and insightful to a student. Every day at work doesn't need to be thrilling for it to be a worthwhile learning experience.

## I only have time to host a student for a couple of days during the week. Is that acceptable and worth it?

Yes! Hosting a student for even two or three days is beneficial. This flexibility helps students manage their stay costs and allows them time to enjoy their break.

## Are externships paid?

No, students are financially responsible for their externship. This includes travel, accommodations, food, and other expenses. The SIU Career Development Center offers travel awards to students in need, subject to available funding.

## Can we provide some financial assistance to the student?

Yes! If possible, you can cover or assist with costs such as accommodations, transportation, parking fees, and food. While many hosts cannot cover these expenses, some offer a stipend or help with reduced-rate hotels and affordable public transportation, providing meals, etc. Any assistance is greatly appreciated by the students.



# SAMPLE ITINERARIES

## Sample #1

### MONDAY

- 8:30 a.m. Arrive meet with John for tour of the office, introductions.
- 9:00 a.m. Meet with John, Jane and Adam to discuss the background of the company, growth, what markets we operate in, and specifically what segments they will be seeing throughout the week in this office.
- 12:00 p.m. Lunch
- 1:00 p.m. Structural Analysis introduction with Grace.
- 2:00 p.m. Pair off meet and shadow structural engineer through a project.

### TUESDAY

- 8:30 a.m. Arrive, continue shadowing engineers through structural projects.
- 12:00 p.m. Lunch
- 1:00 p.m. Continue shadowing engineers through structural projects.

### WEDNESDAY

- 8:30 a.m. Arrive, continue shadowing engineers through structural projects.
- 12:00 p.m. Lunch
- 1:00 p.m. Q and A with Grace on open structural items.
- 2:00 p.m. Meet with John and Jane to discuss inspection projects and process.
- 3:00 p.m. Work on inspection project with John.

### THURSDAY

- 8:30 a.m. Arrive, continue to work on ATC inspection project with John.
- 12:00 p.m. Lunch
- 1:00 p.m. Continue to work on ATC inspection project with John.

### FRIDAY

- 8:30 a.m. Arrive, continue to work on ATC inspection project with John.
- 12:00 p.m. Lunch with John, Jane, and Adam.
- 1:00 p.m. Wrap up ATC inspection project with John.
- 3:00 p.m. Close out week with Adam.

**Work Times** | 8:30 a.m. – 4:00 p.m.

**Attire** - We work in a comfortable atmosphere – jeans, gym shoes, sweatshirts, etc. Please feel free to dress comfortably. 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 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 group

## Sample #2

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!





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

SIU Career Development Center  
618-453-2391  
[careerdevelopment@siu.edu](mailto:careerdevelopment@siu.edu)