Summer 2016 Externship FAQ

Dates and Deadlines
Applications available: Monday, February 22
Application & Resume due: Sunday, March 6 by 11:59pm
Students notified: late March (via email)
Externship Sendoff Meeting: March
Externship dates: one week during May 9-August 19

Application Process
1. Review the lists of available externships; determine your top three choices
2. Part 1 - submit the online application form available at gettysburg.edu/career
3. Part 2 - email your resume to tkurzawa@gettysburg.edu (saved as .pdf with your full name in the title)

What class years can apply?
This is a great opportunity for a first-year or sophomore to ‘test drive’ a career and for juniors, and all students, to make important connections for life after Gettysburg. The externship program is open to rising sophomore, juniors, and seniors who are in good academic and judicial standing with the College. Graduating seniors may only apply for opportunities that are available May 9-13.

How will I know if get an externship?
Students who have submitted an application and resume by Sunday, March 6th, will be notified by email in late March of their externship placement. Depending upon the number and quality of the applications, we may not be able to place every applicant with an externship.

How does housing work for an externship?
Some hosts will offer to have you stay at their home for the week of your externship, allowing you to see the relationship between their work and home life.

Please do not select your externship based upon housing – we can help! If your host does not provide housing, you have a few options.
- Stay with a family member or friend near your externship site
- Work with the Center for Career Development to determine another Gettysburg alumni or parent with whom you can stay
- Work with the Center for Career Development to find reasonably priced housing (summer student housing, hostels, hotels, etc.). Students are often reimbursed for some or all of reasonable expenses, which is handled on a case-by-case basis.

What if the externship I want to pick is far from home?
Go for it! Part of this experience is to broaden your career and personal experiences. If accepted to participate, you will be matched with an externship mentor in the Center for Career Development can help you to organize any travel arrangements or housing needs.

What is expected of student participants?
In addition to being a positive representative of Gettysburg during your externship and learning as much as you can about their industry, there are a few other expectations of externs:
- Participate in the mandatory Externship Sendoff Meeting in March/April
- Complete online preparation materials
- Meet with your Center for Career Development externship mentor to prepare for your experience (before you leave campus)
- Communicate with your externship host and CCD mentor in April and throughout the summer
- Submit posts/reflections each day during your externship on Moodle: Summer 2016 Externships Course
- Share your experience with the campus community in 2016-2017 through a CCD approved opportunity (i.e. Fall student showcase, September Externship wrap-up session, Family Weekend Panel Member, etc.)