

AUGUST / SEPTEMBER

- An email announcement will be sent to all students explaining the Extern Program.
- Externships become available on Handshake for viewing on August 25th.

OCTOBER

- Student researches externship opportunities in Handshake and identifies top 3 choices.
- Attend the Extern Process Made Easy workshop on Wednesday October 8th at noon. Attendance strongly recommended and will be considered when student assignments are created. Contact CPD for consideration of conflicts.
- Student submits application, essay, resume and top 3 choices through Handshake on October 20th by 9am, round one. Applications due October 27th by 9am for round two.
- Notification of externship assignments sent via email by October 22nd for round one. Student accepts and confirms matched externship assignment by October 24th.
- Notification of externship assignments sent via email by October 29th for round two. Student accepts and confirms matched externship assignment by October 31st.
- Unconfirmed assignments will be dropped, and externship may be given to another student.

NOVEMBER

- Sponsors receive names and application materials of matched student extern(s).
- Student attends mandatory Extern Program Orientation to be held November 5th at noon.
- Student emails Extern Sponsor to set up phone appointment to discuss externship details on November 5th.
- Phone conversation with Extern Sponsor to discuss externship details between November 5th and November 19th.
- Student submits mandatory Extern Call Response form to CPD by Wednesday, November 19th by email to externships@ursinus.edu or by hardcopy to 110 Bomberger hall.

DECEMBER

- Student and Extern Sponsor continue communications by email and/or phone.

JANUARY

- Student emails Extern Sponsor to confirm details on the Call Response prior to externship start date.
- Externships take place during January 5-9, 2026 or January 12-16, 2026.
- Student sends thank you letters to hosts upon conclusion of externship.
- Student copies Externships@ursinus.edu on the email for the Extern Sponsor thank you letter by January 23, 2026. Recommended to send the thank you letter within 48 hours of the last day at the externship.
- Student completes Student Evaluation survey.
- Student must remain in good academic and disciplinary standing to attend the externship.