

## UC EXTERN PROGRAM ORIENTATION

### Dos and Don'ts

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Communicate effectively with your Sponsor and CPD Liaison <ul style="list-style-type: none"> <li>Routinely check email &amp; voicemail</li> <li>Respond within 24 hours to any outreach</li> <li>Create a professional cellphone voicemail</li> </ul>		Don't cancel your externship or reduce days of shadowing.
Follow through on your commitment and whatever you agreed upon with your Sponsor.		Don't show up late or leave early on any of the days of your externship.
Show interest with questions, enthusiasm, flexibility, attention, and initiative.		Don't request any last-minute changes to your externship
Be professional and courteous.		Don't cut the externship short.
Dress appropriately and maintain a professional appearance.		Don't forget that your Sponsor is taking time out of her/his busy schedule to host you.
Keep your undivided attention with your Sponsor and your Sponsor's colleagues.		Don't use your cell phone during the externship; please silence your phone when you are 'working.' Do <b>NOT</b> text during the externship experience.
Within 24 hours of the end of your extern experience, write a thank you note – this can be sent by email or can be handwritten. CPD needs a copy.		<b>Don't forget to read this sheet again 1-2 days before your extern experience.</b>

### SPONSOR CONTACT

- Review mutually agreed upon duration and time of externship.
- Communicate with your CPD Liaison if you are having challenges connecting with your Liaison.
- Call Response forms are due back to the CPD office, 110 Bomberger or [externships@ursinus.edu](mailto:externships@ursinus.edu), by November 19<sup>th</sup>.

### COMMITMENT

- Follow through on what you mutually agreed upon.
- Stay at externship for all DAYS that you agreed to be there and for HOURS that were agreed upon.  
\*\*VERY IMPORTANT –Sponsors EXPECT you to be there for agreed upon times and days.
- If you have an **emergency**, **CALL and EMAIL your sponsor and Career and Professional Development at 610-409-3599, [externships@ursinus.edu](mailto:externships@ursinus.edu)**
- Cancellation or poor performance during your externship may affect your ability to participate in the Extern Program in the future.

### PREPARATION

- Do some research about the Sponsor's organization beforehand: organization's website, 'Google' Sponsor, look at Sponsor's LinkedIn profile, etc.
- Before externship, think about what you want to learn and gain from the experience.
- Think about why you signed up for this externship and what you were hoping to learn; this will help you to formulate questions to ask throughout the experience.

## PROFESSIONAL ETIQUETTE

- Dress in business casual and groom. Talk with your Sponsor about dress code.
- Bring a notebook and pen or pencil.
- Be attentive, engaged and look interested. Take initiative to help with projects.
- Do not text or use your cell phone while you are 'working' or 'shadowing' your sponsor.
- Keep cell phone turned off during times you are 'working.' Even a vibrating phone is distracting.
- Focus on the Sponsor and experience.
- Take pictures of you and your Sponsor, action shots get noticed. Send photos to [externships@ursinus.edu](mailto:externships@ursinus.edu)

## INFORMATION INTERVIEWS

- ASK QUESTIONS, take notes, and get business cards, if possible!
- Think about questions related to the Sponsor's career path, graduate school, experiences at Ursinus, advice for breaking into field, things they would have done differently, tips and advice, etc.
- Review Information Interview handout.
- Sponsors welcome questions!

## EXPECTATIONS

- Opportunity to develop a realistic picture of a particular field or job and to establish contacts.
- Duties vary between externships: mostly shadowing or could include a special project.
- Be OPEN and FLEXIBLE to the experience.
- In such a short period of time, you will mostly be observing; it is unrealistic to expect your Sponsor to train you for specialized projects. However, the exposure is invaluable!

## PROBLEMS

- Talk directly to your Sponsor if problems arise. Contact your CPD Liaison.
- Please be advised that any extern experience may need to be cancelled by the Sponsor or the college if safety concerns arise.

## CONCLUSIONS AND CONSIDERATIONS

- Reflect on how the experience connects and impacts your personal, professional, and academic goals.
- Meet with your campus connections to discuss what you learned and the impact on course selection, experiential choices, and what knowledge and skills are needed for your education and career plans.
- Identify how professional competencies are applied throughout the experience and your need for personal development in those areas. Reference: [career readiness competencies](#) at NACE.

## THANK YOU NOTES AND SIGNS OF APPRECIATION

- Consider taking a copy of the Grizzly. Sponsors like to hear about campus life.
- Send thank you note within 24 hours of the end of your experience. **Due 1/23/26. A MUST!**
- Evaluations done by externs and Sponsors.
- Connect to your Sponsor on LinkedIn following Externship.
- Continue the relationship – touch base at least once a year.

**CPD Liaison (circle one):      Samantha Harvey or Michele Poruban**

**For emergencies, please contact:**

**Samantha at 610-409-3599 or [sharvey@ursinus.edu](mailto:sharvey@ursinus.edu)**

**Michele at 610-409-3599 or [mporuban@ursinus.edu](mailto:mporuban@ursinus.edu)**

**GOOD LUCK, HAVE FUN AND ENJOY THE EXPERIENCE!**