

UC EXTERN PROGRAM

Call Response Form

Please complete and email the Call Response form to externships@ursinus.edu by November 19th, 5 pm. Prior to calling the Extern Sponsor, preview the content below to prepare for your conversation and assure that all necessary details are gathered during the telephone call. Although some of the information below was outlined in the externship descriptions, please confirm the specifics during the discussion with your Sponsor.

First and Last Name of Student:

Full Name of Extern Sponsor:

Extern Organization Name and Address:

Date of Call Conversation:

List the dates which you will be doing your externship:

Best way to contact (email, phone, etc.) in the event of an emergency:

Clearances or other protocol (COVID) to be completed prior to OR upon arrival (ex. proof of vaccination):

Technology, if applicable, to be used during externship experience:

Daily Arrival Time:

Daily Departure Time:

Target Date for check in before externship (include if by email or phone):

Recommended reading or research prior to externship:

Other Notes (i.e., dress, lunch options, parking, etc.):