Tips for a Successful Externship

Responsibility and engagement are keys to successful Externships. These tips will help you enjoy and benefit from your experience:

- **Discuss your expectations and understanding of the Externship with your sponsor as soon as you accept the Externship.** Be respectful of the sponsor's time and commitment to the program. Remember he/she is a volunteer. Find out his/her expectations of you.

- **Find out how to dress appropriately for the work environment.** In some workplaces appropriate dress may be jeans, while in other workplaces business dress may be required. Your dress, manners, and desire to learn will say a lot about you and have an impact on those around you.

- **Be punctual and meet your commitments.** If you are expected to begin shadowing your sponsor at 8:00 a.m. every morning, make sure you are on time. If you are going to be late, or are unable to report to the externship for any reason, notify your sponsor immediately.

- **Make sure you are available to work the length of time for which you are committed during IAP.** Do not under any circumstances cut short your commitment without the explicit agreement of the sponsor and the Alumni Association office. Failing to fulfill commitments may disqualify you from future involvement in the program.

- **When your externship ends, be sure to send formal thank you letters.** Send individual handwritten notes to each sponsor and others who have impacted your externship. It will pave the way for future opportunities for correspondence, networking and job references.

- **Follow-up by making arrangements to get a reference** from your sponsor and others you may have worked with in the company.

- **Inquire about other internship opportunities** and part-time and/or summer employment at the company.

- **Ask about other alumni working at the company** and make arrangements to meet and talk to them about your career goals and interests.