

Summer 2018 Externship FAQs

Dates and Deadlines

Applications available: Monday, February 26

Application & Resume due: Sunday, March 11 by 11:59pm

Students notified: late March (via email)

Externship Sendoff Meeting: end of March

Externship dates: **one week** during May 14-August 17

Application Process

1. Review the lists of available externships; determine your top three choices*
2. **Part 1-** submit the **online application** form available on the Externships website (www.gettysburg.edu/externships)
3. **Part 2-** email your **one-page resume** to tkurzawa@gettysburg.edu (saved as .pdf with your full name in the title)

**Please review all details of the opportunities prior to applying in order to determine if your summer availability matches what is listed for a particular opportunity, as well as if it would be feasible for you to travel to the location. Please also speak with any parent/guardian who needs to be informed about your potential participation.*

What class years can apply?

The externship program is open to current students - rising sophomores, juniors, and seniors who are in good academic and judicial standing with the College. Graduating seniors may only apply for opportunities that are available the week before Commencement takes place. This is a great opportunity for anyone to 'test drive' a career path and to make important connections for life after Gettysburg.

How will I know if get an externship?

Students who have submitted an application and resume by Sunday, March 11th, 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. This is a very competitive process, so please take your time on the application.

How does housing work for an externship?

Some hosts will offer to have you stay at their home for the week of your externship (homestay), allowing you to see the relationship between their work and home life. 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.).

Is there funding assistance for participants?

A funding assistance application will be made available to those students matched with an externship opportunity. As we have a limited budget, we handle funding applications on a case-by-case basis giving first preference to those students who demonstrate a need for funding in order to be able to participate. This process is independent of a student's financial aid status.

What is required 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/career path, there are a few other expectations of externs:

- Complete **online preparation modules** and participate in the mandatory **Externship Sendoff Meeting** in late March
- **Meet with your Center for Career Development externship mentor** (before you leave campus)
- **Communicate with your externship host** and CCD mentor
- Submit **daily reflections** each day during your externship on Moodle: Summer 2017 Externships group
- Complete and submit a **creative assignment (social media postings, etc.)**
- Participate in a follow-up meeting with your CCD mentor