Hoosier Externship Program (At a Glance)

Program Overview

What is an externship?
An externship is a form of experiential learning similar to job shadowing in which students spend one to five days observing and working with a professional(s) in a career that is of particular interest to them.

When do externships take place?
For Indiana University’s 2013–2014 academic year, the externship period will occur over our spring break period, March 10–14, 2014. The actual length of the externship (three to five days) as well as number of hours per day is at the discretion of the Employer-Host.

Who is eligible to participate in the program?
Indiana University undergraduates of all majors are able to apply. The program is not currently available to graduate students or alumni. To apply, students are encouraged to attend a program information session and required to submit their resume and application, including a letter of interest. Students and hosts are then matched based on best fit by the Career Development Center and Arts & Sciences Career Services’ Externship Committee. Pairings will be announced via email in mid-January.

How do students benefit from an externship?
An externship is an excellent way to get a “sneak preview” into what a job or career field is actually like. Students are able to gain valuable insight(s) that help determine whether or not a particular career is right for them and on a more general level, clarify career goals. Furthermore, an externship provides an excellent networking opportunity that may help in future employment endeavors.

How do Employer-Hosts benefit from hosting an extern?
The Hoosier Externship Program provides organizations a no-cost opportunity to build awareness on campus and is a great recruiting tool that allows employers to identify quality candidates early in the recruiting process. The program requires a minimal time commitment and can be tailored to meet individual employers’ needs.
**Employer–Host FAQs**

**Q:** What is the Hoosier Externship Program?

**A:** The Hoosier Externship Program offers undergraduates at Indiana University the opportunity to connect with employers and "test-drive" potential careers through a form of experiential learning similar to job shadowing. During this time, students will spend one to five days observing and working with a professional(s) in a career that is of particular interest to them.

**Q:** What types of things can I have students do during an externship?

**A:** While all work environments are different, the goal of an externship is for the student to see what a typical “day or week in the life” of the host is like. Some options for your extern(s) may include:

- Observing both your typical duties and well as those of other personnel
- Touring the facilities
- Conducting informational interview(s) with you and other employees
- Attending meetings
- Assisting with small projects
- Observing interactions or working directly with clients and customers
- Performing general office tasks

**Q:** How are students “matched” with an Employer-Host?

**A:** Pairings are determined by Career Development Center’s Externship Committee (consisting of Career Development Center staff) based on student interests, qualifications and host preferences. Students are required to complete an application process that includes:

- Completing a formal application, including a statement of purpose and externship preferences
- Submitting a professional resume
- Attending a mandatory orientation session once selected

*Employer–Hosts are not responsible for reviewing, interviewing, or selecting student(s).*

**Q:** What is the registration deadline?

**A:** Registration is ongoing. Please visit https://www.indiana.edu/~career/employers/externships/application.php to complete the online application to register.

**Q:** Who should I contact for additional information about the program?

**A:** If you have questions about the program or need additional information, please contact Wes Erwin at jwerwin@indiana.edu or (812)855-5321.