

# FAQs

## **Who are the Externship Hosts?**

Hosts are Bucknell University alumni, parents and friends of the University and Career Development Center who would like to support and forge a connection with our current students.

## **How does an externship differ from an internship?**

An externship is a job shadowing experience, designed to explore a career field/industry and company/organization. Students do not receive academic credit or pay for externships. In the past, some externships have led to internship opportunities.

## **Am I guaranteed a student if I register as an Externship Host?**

While the Career Development Center will make every effort to match a student to your opportunity, we cannot guarantee a student match. Each year the students' preferences of location and industries change depending on the class.

## **When do externships take place? How long are they?**

Externships take place during Winter Break (December or January). The dates and length of the externship are specified by the Host, and typically range from 1-3 days. Students must commit to the dates and duration indicated in the externship description.

## **Who pays for transportation and housing?**

Students are responsible for all expenses related to the externship, including travel, accommodations (if any), meals, etc.

## **May I open my home to a student?**

While this is very generous, the Career Development Center does not condone or encourage students to stay with their hosts. You should feel free to offer recommendations of local hotels or travel suggestions/advice if the student is not from the local area. Students are made aware of their responsibility to cover all associated costs of the program by signing a Participation Agreement.

## **What is the selection process for the externships?**

Externs are not chosen by the Hosts themselves, but are matched by the Bucknell University Externship selection committee consisting of members of the Career Development Center staff. Decisions are based on the student's career interests and availability.

## **How are students prepared?**

All student externs are required to attend a Prep Session before they reach out to their Externship Host. The Prep Session addresses various aspects of professionalism, including appropriate workplace etiquette, proper attire and communication expectations.

BUCKNELL UNIVERSITY

# Externship Program

HOST INFORMATION



Bucknell  
UNIVERSITY

CAREER DEVELOPMENT CENTER

Career Development Center | Bucknell University | 570-577-1238

[bucknell.edu/cdc](http://bucknell.edu/cdc)



The **Bucknell University Externship Program** is a **job shadowing** experience in which hosts bring students into their workplace and share information about their careers and industries to assist students in their career decision-making process.

## Overview

### GOALS

The primary goal is to provide students exposure to career industries and the world of work early in their undergraduate experience. The program provides an experience that allows students to think about their studies in a broader sense of how their academics will relate to a specific industry and future career possibilities.

### STUDENT BENEFITS

Students who participate in the Externship Program gain early exposure to career and industry paths, are better informed when choosing a major, selecting courses and applying to internships, and begin to develop their own professional networking connections.

### HOST BENEFITS

Hosts benefit from becoming more involved with the Bucknell community and serving as a valuable resource to students. The program may also assist with early identification of talent for possible future student interns and employees.

*Bucknell is seeking Externship Hosts in all career fields and locations (worldwide).*

## Timeline

|                             |   |
|-----------------------------|---|
| <b>JULY 1:</b>              | Externship Host registration begins — complete the online registration form at <a href="http://bucknell.edu/externships">bucknell.edu/externships</a> |
| <b>OCTOBER 1:</b>           | Externship Host confirmation and review of description details  |
| <b>Late OCTOBER:</b>        | Student application deadline  |
| <b>NOVEMBER 1:</b>          | Career Development Center (CDC) matches students to externship*   |
| <b>NOVEMBER – DECEMBER:</b> | Students attend a prep session, receive Host placement information and are directed to contact their Host to schedule visit                           |



*\*The CDC matches students with their Externship Host. Hosts are not able to select their externs. There is also no guarantee that you will be matched. Juniors are given the opportunity to apply to any remaining, open externships.*

## Resources/Contact

Contact the CDC for a copy of the Externship Host Handbook for additional information and sample itineraries.

The online registration form can be found on the Externship website: [bucknell.edu/externships](http://bucknell.edu/externships). Those who cannot access google-forms should contact the CDC for a paper registration form.

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