

2009 - 2010 Externship Program for Wharton Undergraduates

INFORMATION SHEET FOR EXTERNSHIP HOSTS

Overview

Students view practical internship experience as critical to determining whether a given career is compatible with their interests, abilities and work values. With the rigor of the curriculum at Penn, there is often limited time to pursue full-time internships during the school year. Furthermore, many of the more structured summer internships are restricted to students finishing up their junior year. As a result, many underclassmen who would like to have a closer look at various careers may find it difficult to do so.

To address this issue, the Career Services office offers a program that invites Wharton underclassmen to apply for an "externship" which provides an opportunity to gain exposure to a work environment during early January (Winter Break) and in May (after the spring semester ends). Our goal is that students have an insightful experience that allows them to observe a "day in the life" of alumni or other professionals in careers of interest to them. Externship hosts (Penn alumni or employers of Penn students) have the flexibility to design an externship experience that is rewarding for students while compatible with the host's schedule. They can host one or more Wharton undergraduate students for an externship.

Externship activities may include:

- Conducting informational interviews with professionals in various departments and/or at various levels
- Participating in daily operations that will provide an extern with hands-on exposure to the career field/industry
- Completing a relevant project if the externship is long enough to accommodate it
- Shadowing one or more professionals
- Attending meetings and presentations
- Touring the work site

Externship Dates

Winter Break Cycle:

January 4, 2010 - January 12, 2010

Spring Cycle:

May 12, 2010 - May 31, 2010

Frequently Asked Questions:

What students participate in the externship program?

Externship participants are current Wharton sophomores. Occasionally Wharton juniors or freshmen may participate as well.

Are there any costs to participate in the externship program?

Externship hosts are not expected to incur any costs to participate. Any travel, housing and meal expenses are the responsibility of students.

How long are externships? When are they offered?

Externships are typically 1 day in length - a very short commitment! Externships can be offered during any business day during the winter break or spring cycles listed above. These periods of time allow externship hosts flexibility in selecting specific dates - externship hosts are not expected to host students each day during the winter break or spring cycles.

How are students placed in externships? Can externship hosts review resumes and select students to participate?

Because the externship program is designed primarily to encourage career discovery among students, Career Services reviews all applications submitted and matches students with externship sites according to their indicated career areas of interest.

Sign up today!

https://www.surveymonkey.com/s.aspx?sm=NjA7REJJjIB2uHG6opp4WO_3d_3d

Questions?

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