



WHARTON UNDERGRADUATE EXTERNSHIP PROGRAM For Sophomores

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

To address this issue, the Office of Career Services offers a program that invites Wharton sophomores to apply for an “externship,” which provides an opportunity to gain exposure to a specific 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 employers in careers of interest to them.

Alumni or employers have the flexibility to design an externship experience that is rewarding to students while compatible with the host’s schedule. They can host one or more Wharton undergraduate students for an externship lasting from one day to one week. Helpful activities for externs may include:

- Shadowing one or more professionals
- Attending meetings and presentations
- Touring the work site
- Conducting information 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

Alumni or employers interested in hosting one or more externs should submit the attached application as instructed. Questions can be addressed to Karen Dankers at 215/898-7533 or dankers@dolphin.upenn.edu.



**WHARTON UNDERGRADUATE EXTERNSHIP PROGRAM
HOST REGISTRATION FORM – 2006 -2007**

Please return this form by mail to: Karen Dankers, Career Services, Suite 20, 3718 Locust Walk, Philadelphia, PA 19104-6209 or by fax to: 215/573-3169

Name _____ Gender M F
For Alumni: Concentration(s)/Major(s) _____ Graduation Year _____

EMPLOYMENT INFORMATION (or attach business card)

Organization _____ Title _____
Business Address _____ Floor/Suite _____
City _____ State _____ Zip _____
Telephone _____ Fax _____ E-mail _____
Web site (company): _____
Industry: _____
Job Function: _____

Preferred mode for direct student contact: E-mail Business Phone No Preference
Best time to reach you (check all that apply): Morning Afternoon Evening No Preference

EXTERNSHIP INFORMATION

The externship can be as short as one day or as long as five days. Would you like to host during any of the following externship periods? If so, indicate below:

Winter Break/January 2-5, 2007 May 7-31, 2007

What is the maximum number of students that you can host? _____

The student(s) will call you in to arrange a specific date for the externship. If you know specific start and end dates at this time, please indicate: _____

Describe the activities that would occur during an externship at your company. Please be as specific as possible. The externship guidelines provide a number of suggestions for activities. To discuss this further, call 215/898-7533.

Briefly describe your company/division and responsibilities to help students understand what you do.

Travel, lodging and meals expenses are the responsibility of the student and may make the cost of the Externship program prohibitive for some students. If you are willing to provide assistance, please indicate below:

I will assist the extern(s) with: Travel Lodging Meals

Comments from previous participants of the
**WHARTON UNDERGRADUATE
EXTERNSHIP PROGRAM**

"The externship experience is one of the greatest things I've taken away from my sophomore year at Wharton. I truly learned and benefited more from that one morning with [my host] than I did from some of my semester-long classes."

Stephanie Yoshimura, Wharton '08

"[Our extern] is amazing! What an exceptional individual! Had she been a senior, I would have hired her on the spot. I actually invited her back a second time. I enjoy the program as much as the students do."

Jeffrey Himmel, Chairman, The Himmel Group

"[My host] is a financial analyst at Microsoft, and as such he gave me a comprehensive exposure to the world of finance at Microsoft. I trailed him around for the day and activities included: observing a business meeting wherein the finances of a new product were discussed, discussing financial models that he develops for new and existing products, a tour of the Microsoft museum and corporate store, a tour of the entire Microsoft campus. I also had every one of my questions answered, either by [my host] or one of his associates."

Russell Gehrett, Wharton '06

"I mainly sat in on two days of [my host's] work and discussed what he does. He gave me articles that focused on his specialty of reverse mergers, corporate law, and his personal career path. The most beneficial aspect was getting to know [my host] and a few others who work with him. My externship at his firm turned into a summer internship for me! [My host] is an awesome person to work for, and he's really hands-on, which is just great for learning. He also has great contacts who have been very helpful for a panel I'm trying to organize."

Mehreen Hossain, Wharton '06

"Personally, I cannot say enough about [our extern]. She is going to be a terrific professional irrespective of what she chooses to do. Several of my partners met her and were quickly and extremely impressed."

Lawrence Lipoff, Partner, Perelson Weiner LLP

"The most beneficial aspect was talking with the other employees to gain a firmer understanding of what market research actually entails, and how different interests can be applied, as well as hearing the presentation at the Marketing Research Association dinner. My host was very helpful in providing us plenty of opportunity for questions and in describing to us what he and his firm do."

Preethi Bettadapur, Wharton '06

I spoke extensively with [an analyst] on life as an Investment Banker and what the job entails. He showed me a bit of the pitch books and models he creates, and we went out to lunch together as a group. The most beneficial part of the externship was meeting the people, making the connections, and speaking with analysts from the industry on the work/life balance of their jobs.

Shachar Golan, Wharton '06