



2011-12 Externship Application

[Career Development Office Externships Website](#)

INSTRUCTIONS

- Review:** Program guidelines and instructions carefully
- Print:** Single-sided only
- Questions:** Contact the Career Development Office (CDO)
1127 Park Street 641-269-4940 career@grinnell.edu
- Note:** **ONLY complete applications will be accepted for consideration**

All externship application materials to the CDO by
Friday, February 10, 2012 by 4pm

OVERVIEW

What is an externship: *Externships vary in length, but usually last three to five days. They generally involve shadowing a professional through a normal day's activities and may include informational interviews, a tour of the facility, and participation in actual office projects, etc.

What is the difference between an internship and an externship: *Externships are short-term, offer no pay (though transportation funding is available) or academic credit, and are hosted by volunteers in various organizations to help students gain an insider's view of a career field. Internships are longer term (a semester or summer), may involve pay and academic credit, and support an organizations work function.

Why should I do an externship: *An externship is an excellent way to learn about the day-to-day work life of a professional in a career field of your choice. It offers you the chance to "test" a career without the risk of long- term commitment and can help you get your foot in the door for a competitive internship program or job.

How does this program work: CDO matches first and second year students with alumni job shadow supervisors. Students stay three to five days with the alumnus/a and observe him/her at work as a method to not only further understand that career field but how that career fits into one's life. This program is intended to be a jump off point for students to start exploring their career options and talking with professionals in order to: [1] clarify their career exploration and interests, [2] connect their course work to outside the classroom and their future plans, and [3] connect with and learn from alumni externship mentors.

Who can apply: First and second-year students will have priority. However, third and fourth year students may apply.

What is expected of me: Two pre-externship workshops held at the CDO (**Thursday, March 8, 2012 at 6:30-8pm & Tuesday, March 13, 2012 at 6:30-8pm**), three to five day home stay with the alumna/us, and one post-externship workshop held at the CDO (**Tuesday, April 3, 2012 at 6:30-8pm**). These sessions are mandatory for participation in the program. During your externship experience you will also be expected to write in a daily blog journal with a minimum of 4 submissions.

FREQUENTLY ASKED QUESTIONS

Do I have to have a certain GPA to apply?: Externship program requires a minimum 2.5 GPA. Students are required to be currently enrolled as a full-time student, are in good academic standing, and are enrolled in classes for the semester following their externship experience.

Is there funding for this program?: A small amount of money is set aside for travel stipends for those in need. These are very limited, so you should try to find an externship that you can afford to partake in without the assistance of funding.

How will I get to my externship site?: It is the responsibility of the student extern to secure transportation to and from the externship site.

Where will I stay during the externship?: Many of the externships include an optional homestay, usually at the alumna/us' home. However, if the homestay is available, students are not required to stay with the alumna/us. Should the alumna/us not offer a homestay component or if the student declines the available homestay, it is the student's responsibility to secure lodging for the duration of their externship.

How do I submit my externship application materials?: Students must submit all components of an externship application (in paper form) together as one packet to the Career Development Office by the appropriate deadline. No separate components will be accepted at the CDO, such as the Recommendation forms. Recommenders need at least a week notice prior to the application deadline to complete the recommendation form. Please plan accordingly. Externs need to remind the recommenders to return the completed recommendation form back to the applicant in a signed, sealed envelope. It is the responsibility of the student to ensure their externship application is submitted in its entirety, including the unopened recommendations. Only complete applications will be reviewed by the Selection Committees.

* Descriptions provided from University of Arkansas, University Career Development Center Website: <http://career.uark.edu/Students/Externships.aspx>

EXTERNSHIP APPLICATION CHECKLIST

Instructions: Use the following list to determine what materials you must submit to the CDO as part of your application.

Application Materials
Application Information (p. 4-5)
Externship Rank Form (p. 4)
Resume*
Unofficial Transcript*
Waiver and Indemnification (p. 7-8)
Anticipated Travel Expenses for LIMITED travel stipends (p. 5 – only applicable if applying for travel stipend)
Essay Questions* (p. 5)
2 Recommendations (p. 10-11)
Requirements
Blog Journal*
Final Evaluation
Final Learning Summary

Definitions:

* **Resume:** Students are highly encouraged to have their resume reviewed by a counselor at the CDO.

* **Unofficial Transcript:** Unofficial transcripts are obtained from the Registrar's Office.

* **Essay Questions:** The essay prompts appear on page 5 and your typed responses must accompany the completed application materials.

* **Journal:** Externs must keep a written blog journal throughout the externship experience. The student should write at least 4 in-depth submissions that focus on their externship goals and experiences. Additionally, externship participants must also comment on the blogs of at least 3 other participants. The journal should provide the reader a thorough understanding of the externship experience.

APPLICATION INFORMATION

FIRST NAME	LAST NAME	P-CARD #	CLASS YEAR (e.g., 2013)	CUM GPA
CAMPUS BOX	CAMPUS PHONE	CELL PHONE	E-MAIL	
MAJOR(S)	MAJOR FACULTY ADVISER(S)			
CONCENTRATION(S)	CONCENTRATION FACULTY ADVISER(S)			

I am presently studying at Grinnell College on an F-1 student visa.

No Yes

I will be participating in an approved Grinnell College OCS program during the Spring 2012 semester.

No Yes

I will be returning to Grinnell as a full-time student for the Fall 2012 semester.

No Yes

EXTERNSHIP RANK FORM

(Select up to 3 choices, though if there is only one externship you'd take, only list one)

(1) Alumna/us Name and Site: _____ (Top Choice)

(2) Alumna/us Name and Site: _____

(3) Alumna/us Name and Site: _____

EMERGENCY CONTACT INFORMATION

FIRST NAME	LAST NAME	RELATIONSHIP	
ADDRESS	CITY	STATE OR COUNTRY	ZIP
HOME PHONE	WORK PHONE	CELL PHONE	

APPLICATION INFORMATION (continued)

ESSAY QUESTIONS

On a separate sheet of paper, please provide typed responses to the following questions.
Be sure to include your name on the attached sheet, and please keep each response to approximately 350 words.

1. Why are you interested in participating in the Externship Program? What are your goals in completing this program?
2. How do the externships that you ranked relate to your interests and studies? Be sure to address both: A) What have you done that prepares you to take this step in career exploration academically and personally? and B) How will the externship complement your remaining studies at Grinnell and influence your post-Grinnell career plans?
3. Please explain the reasoning for your travel expense request (if applicable).

REFERENCES

Reference #1 - (Grinnell College Faculty Member)

NAME

TITLE

MAILING ADDRESS

OFFICE PHONE

E-MAIL

RELATIONSHIP

Reference #2: (Faculty Member or Work/Volunteer Supervisor)

NAME

TITLE

MAILING ADDRESS

OFFICE PHONE

E-MAIL

RELATIONSHIP

OTHER INFORMATION

Do you have any physical or mental condition(s) that might affect your ability to successfully complete this externship?

No Yes (If yes, please consult with the Career Development Office)

I consent to the Career Development Office to conduct a reference/background check with the Grinnell College Office of Student Affairs as part of this application process. I understand that information from this report may be used as part of the final selection process.

No Yes

I hereby submit my application and all supporting materials to the CDO for review by the applicable Selection Committee:

STUDENT'S SIGNATURE

DATE

ANTICIPATED TRAVEL EXPENSES

(For travel expenses only)

FIRST NAME

LAST NAME

P-CARD #

Some *small* travel stipends may be available, but only for those students in financial need. If you need travel assistance, you may apply for:

Transportation

- Relocation to the externship site and return to Grinnell
- Fuel costs and externship site parking
- Does not include the purchase of a bike or vehicle

Please make realistic and well-researched projections about your travel expenses so that the Selection Committee may effectively assess your proposal. Your proposed budget will be used to calculate possible final travel amounts allocated.

Anticipated Travel Expenses

Will you incur travel expenses?	Yes No	If yes, please explain reasoning and type of transportation: Externship Choice #1 _____	If yes, please provide the total travel costs Externship Choice #1 _____
	Yes No	Externship Choice #2 _____	Externship Choice #2 _____
	Yes No	Externship Choice #3 _____	Externship Choice #3 _____

Note: Funding for externships is available only for travel expenses directly related to this experience. Funding is not available to address lost wages, personal purchases, or to assist with future expenses.

GRINNELL STUDENT EXTERN WAIVER, RELEASE, AND INDEMNIFICATION AGREEMENT

Parent/Guardian signature required except from students, students with dependent child(ren), married students, or students over age 24.

FIRST NAME

LAST NAME

ORGANIZATION/AGENCY

TERM: (check **ONLY** one) Fall Break Spring Break

The undersigned Student ("Student") at Grinnell College ("College") has applied to participate in an externship program ("Program").

Student is not required to participate in this Program. Student's participation is wholly voluntary. In consideration of College's approval for Student to participate in the Program, the undersigned agree as follows:

1. College does not control the way in which the externship work experience and the externship site are structured or operate. In granting funding for this externship, the College affirms that, to the best of its judgment, the experience is an appropriate option for students in a liberal arts program of study. The College makes no other assurances, expressed or implied, about any travel and/or living arrangements the Student has made. College does not knowingly approve externship opportunities that pose undue risks to their participants. However, any externship or travel carries with it potential hazards that are beyond the control of the College and its agents or employees, and Student assumes the sole responsibility for any and all such risk.
2. Student will, at Student's own cost, arrange coverage, throughout the Program, by a policy or plan of comprehensive health and accident benefits that provides protection for illnesses or injuries sustained or experienced during their externship, including those occurring outside the United States. The undersigned acknowledge and agree that College does not have an obligation to provide Student with such coverage.
3. The undersigned understand that if Student uses Student's personal vehicle for the benefit of the organization/agency ("Program Sponsor") with whom Student performs the externship that College has no liability for personal injury or property damage that may result from that use. The undersigned agree to rely solely upon their own personal vehicle insurance coverage.
4. The undersigned understand that Student will not be entitled to unemployment compensation benefits upon completion of the externship. The undersigned understand that the externship experience is not an offer of employment. Rather, the experience is for an educational purpose with an established termination date. The undersigned also understand that College assumes no liability for personal injury that Student may suffer in the course of the externship. The undersigned understand that neither the Program Sponsor nor the College is required to provide monetary compensation for the time Student spends at the Program Sponsor's place of business during the externship experience. College prohibits discrimination on the basis of race, national or ethnic origin, age, gender, sexual orientation, gender identity and expression, marital status, veteran status, religion, creed, or disability. College requires the Program Sponsor to affirm that the Program Sponsor also prohibits any and all discrimination.
5. Student understands that the responsibilities and circumstances of an off-campus externship require a certain standard of professional decorum that may differ from that of the College. Student understands and agrees to conform to professional standards of the Program Sponsor. Student further understands that it is important to the success of the Program and the continuance of future externships that Students observe standards of conduct that would not compromise the College in the eyes of the individuals and organizations with which it has dealings. Student acknowledges the College's responsibility for setting rules and interpreting conduct for this purpose. The undersigned agree that should the College decide that Student must be terminated from the Program because of conduct that might bring the Program into disrepute or the Program into jeopardy or because of failure to comply with the provisions of this Agreement or the College's Student Handbook, that decision will be final (subject to review by the appropriate College office).

GRINNELL STUDENT EXTERN WAIVER, RELEASE, AND INDEMNIFICATION AGREEMENT
(continued)

6. The undersigned understand that the College reserves the right to make cancellations, changes, or substitutions in cases of emergency or changed conditions or in the general interest of the Program. The undersigned understand that the appropriate College office may take any actions considered to be warranted under the circumstances and/or to guard the integrity of the Program, including termination of the Program experience. Such termination will not affect the obligations of the undersigned expressed in this Agreement and College shall not be liable for any loss (including financial loss) to Student by reason of such termination.

7. The undersigned acknowledges that participation in the Program involves risks not found in activities at College. These risks include, without limitation, traveling to and within and returning from domestic states/cities and/or one or more foreign countries; domestic and foreign political, legal, social, transportation, health and economic conditions; different standards of design, safety and maintenance of buildings and public places; local medical facilities and providers; and local weather conditions.

8. Each of the undersigned individually, and on behalf of each such undersigned's heirs, successors, assigns and personal representatives, hereby waives, releases and forever discharges the College and its employees, agents, officers, trustees and representatives (in their official and individual capacities) from any and all liability whatsoever for any and all damages, losses or injuries (including, without limitation, death and illness) to Student or Student's property or both, including but not limited to financial loss, medical bills, charges and related expenses incurred by or on behalf of student, loss of academic credit or any other claims, demands, actions, causes of action, judgments, damages, expenses and costs, including attorneys' fees which arise out of, result from, occur during or are connected in any manner with the Student's participation in the Program or any travel incident thereto. This Agreement does not release any claims the College may have against any of the undersigned.

9. Each of the undersigned individually, and on behalf of each such undersigned's heirs, successors, assigns and personal representatives, hereby agrees, jointly and severally, to indemnify, defend and hold harmless the College and its employees, agents, officers, trustees and representatives (in their official and individual capacities) from any and all liability, loss, damage or expense, including, without limitation, attorneys' fees, that they or any of them incur or sustain that arise out of, occur during or in any way connected with Student's participation in the Program or any travel incident thereto.

10. Student represents and warrants that: (1) Student is over the age of 18; and (2) Student has disclosed all relevant and pertinent information to College that could affect Student's ability to successfully complete the Program.

11. Each of the undersigned agrees that this Waiver, Release and Indemnification Agreement is to be construed under the laws of the State of Iowa, USA, without regard to conflict of laws principles; and that if any portion hereof is held invalid, the balance hereof shall continue full legal force and effect. In signing this Agreement, each of the undersigned hereby acknowledges that he/she has read this entire Agreement, that he/she understands its terms, that by signing it he/she is giving up substantial legal rights he/she might otherwise have and that he/she has signed it knowingly and voluntarily.

Dated: _____

STUDENT

Signature

Name (Printed)

Dated: _____

PARENT OR GUARDIAN

Signature

Name (Printed)

COLLEGE/AGENCY MEMO OF UNDERSTANDING

Students: Provide the Memo of Understanding forms to the externship supervisor.

Grinnell College Externship Program

I. Purpose. The Grinnell College Externship Program provides an educational strategy whereby students complement their academic preparation with direct practical experience. The effort to combine a productive work experience with an intentional learning component is a proven method for promoting the academic, personal, and career development of students. Your participation in the Grinnell College Externship Program by sponsoring students exhibits your interest and commitment to this educational strategy and to the growth and development of students as future professionals. We look forward to collaborating with externs in this work/learning endeavor.

II. Responsibilities. To help insure the interests and promote the benefits of an externship arrangement for all parties involved, the College has developed this Memorandum of Understanding to describe the mutual responsibilities between the College and your organization hereafter named as Agency.

A. Responsibilities of the College

1. Encourage the student's productive contribution to the overall mission of the Agency;
2. Certify the student's academic eligibility to participate in an externship assignment;
3. Establish guidelines and standards for the conduct of its externship program and to make these guidelines and standards available to the Agency;
4. Maintain communication with the Agency and clarify Grinnell College policies and procedures;
5. Maintain the confidentiality of any information obtained about the Agency;
6. Provide general liability insurance as may be reasonably required for each participating student;
7. Enforce any additional rules and procedures that are mutually agreed upon in advance in writing between the Grinnell College and the Agency.

B. Responsibilities of the Agency

1. Encourage and support the learning aspect of the student's externship assignment;
2. Designate an employee to serve as student adviser with responsibilities to help orient the student to the Agency and its culture;
3. Provide adequate supervision for the student and to provide experiences that are career-related;
4. Make available equipment, supplies, and space necessary for the student to perform his/her duties;
5. Provide safe environment in which to observe and learn;
6. Notify College personnel of any changes in the student's status, schedule, or performance;
7. Provide written appraisals of the student's performance (forms to be provided by the Grinnell College Externship Program, by the end of the student's externship assignment);
8. Communicate Agency policies and standards to College personnel;

III. Terms Externship Arrangement. An externship arrangement for each student will be for a period agreed upon by the Agency and Grinnell College. In the event that the Agency is dissatisfied with the performance of a student, termination of the externship arrangement may be requested by the Agency, but only after College personnel have been notified in advance and a satisfactory resolution cannot be obtained. Conversely, the College may request termination of the externship arrangement for any student not complying with College guidelines and procedures for the externship program, as long as Agency personnel have been notified in advance and satisfactory resolution cannot be obtained.

Any questions regarding the Externship Program, its procedures, or this memorandum should be referred to the Grinnell College Career Development Office, 1127 Park Street, Grinnell, IA 50112, (641) 269-4940.

GRINNELL COLLEGE FACULTY RECOMMENDATION

STUDENT'S FIRST NAME

STUDENT'S LAST NAME

CLASS YEAR (e.g. 2013)

EXTERNSHIP PROGRAM (e.g. Name of Top 3 Externship Choices)

RECOMMENDER (Print recommender's name here)

APPLICANT: Give this recommendation form to a Grinnell College professor who knows you well and from whom you have taken a course. Choose someone who you think can best respond to the questions and categories listed below. Make certain to discuss your externship plans with the recommender and provide them any further information requested. *Faculty members need at least a week notice prior to the application deadline to complete the recommendation form, so please plan accordingly.*

I hereby waive my rights to inspect and review this recommendation form, with the understanding that the document will be used **only** for purposes of evaluating my qualifications for my proposed externship, and will not be available to any other institution or private party.

SIGNATURE OF APPLICANT

DATE

FACULTY RECOMMENDER: The applicant noted above is applying an externship experience. The Career Development Office requests your evaluation of this student's academic and personal qualifications. This confidential faculty recommendation form is a component of this student's externship application only and will not become a part of this student's permanent record.

1. How long and in what capacity have you known the applicant?

2. Please indicate the applicant's ability and competence in comparison with other Grinnell students you have known at similar stages in their academic careers.

	No Information	Below Average	Average	Above Average	Outstanding
Intellectual ability	_____	_____	_____	_____	_____
Academic motivation	_____	_____	_____	_____	_____
Preparation for class	_____	_____	_____	_____	_____
Independence	_____	_____	_____	_____	_____
Cooperation	_____	_____	_____	_____	_____
Reliability	_____	_____	_____	_____	_____
Tact	_____	_____	_____	_____	_____

3. Highly recommend Recommend Recommend with reservations Do not recommend
4. If you do not recommend this student or if you have reservations, please explain.

SIGNATURE OF FACULTY RECOMMENDER

DATE

You must return your completed form to this STUDENT in a SIGNED, SEALED ENVELOPE prior to the application deadline. Recommendation forms will NOT be accepted at the CDO.

GRINNELL COLLEGE RECOMMENDATION

STUDENT'S FIRST NAME

STUDENT'S LAST NAME

CLASS YEAR (e.g. 2013)

EXTERNSHIP PROGRAM (e.g. Name of Top 3 Externship Choices)

RECOMMENDER (Print recommender's name here)

APPLICANT: Give this recommendation form to a Grinnell College professor or staff member who knows you well and from whom you have taken a course and/or with whom you have worked. Choose someone who you think can best respond to the questions and categories listed below. Make certain to discuss your externship plans with the recommender and provide them any further information requested. *Recommenders need at least a week notice prior to the application deadline to complete the recommendation form, so please plan accordingly.*

I hereby waive my rights to inspect and review this recommendation form, with the understanding that the document will be used **only** for purposes of evaluating my qualifications for my proposed externship, and will not be available to any other institution or private party.

SIGNATURE OF APPLICANT

DATE

RECOMMENDER: The applicant noted above is applying for an externship experience. The Career Development Office requests your evaluation of this student's academic and personal qualifications. This confidential recommendation form is a component of this student's externship application only and will not become a part of this student's permanent record.

1. How long and in what capacity have you known the applicant?

2. Please indicate the applicant's ability and competence in comparison with other Grinnell students you have known at similar stages in their academic careers.

	No Information	Below Average	Average	Above Average	Outstanding
Intellectual ability	_____	_____	_____	_____	_____
Academic motivation	_____	_____	_____	_____	_____
Preparation for class	_____	_____	_____	_____	_____
Independence	_____	_____	_____	_____	_____
Cooperation	_____	_____	_____	_____	_____
Reliability	_____	_____	_____	_____	_____
Tact	_____	_____	_____	_____	_____

3. Highly recommend Recommend Recommend with reservations Do not recommend

4. If you do not recommend this student or if you have reservations, please explain.

SIGNATURE OF RECOMMENDER

DATE

You must return your completed form to this STUDENT in a SIGNED, SEALED ENVELOPE prior to the application deadline. Recommendation forms will NOT be accepted at the CDO.