

Externship Program Information 2023 - 2024

The Externship Program, a collaboration between the Office of Career Development & Professional Engagement (formerly the Cohen Career Center) and the Parent & Family Council, engages alumni, families, and other employers to generate job shadowing experiences for William & Mary students. An externship is a brief (1-2 day) job shadowing opportunity that is available over Winter Break. Externships give students the opportunity to develop a deeper understanding of the fields they are considering and strengthen their professional networks. Students can find and apply for externships through TribeCareers, powered by Symplicity. Students from any class year with any career interest can benefit from the experience!

Schedule

Employer-focused information is in **BOLD**.

October 2: Deadline for sites to post externships in TribeCareers

October 25: Deadline for students to apply to externship sites

October 27: Externship application packets sent to host sites

November 10: Student selections due to the Office of Career Development & Professional Engagement

January 2-23: Students participate in externships (either in person or virtually)

Jan/Feb: Students complete evaluation with the Office of Career Development & Professional Engagement

Sample Externship Activities

Although no two externships look exactly alike, we encourage sites to participate in activities that will introduce students to the organization, as well as foster professional growth. Some potential activities include:

- Introduction/presentation on organization/company, departments, and internship/entry-level opportunities
- Demonstration of technology that is used in the office/industry
- Roundtable discussions with professionals from various departments within the organization or short informational interviews with a variety of employees at the organization
- Hear from CEO or other top-level leadership
- Observe a meeting/client interaction and/or assist on a project or case study
- Discuss professional development activities
- Resume or cover letter review/mock interview

If you're interested in hosting an extern and aren't sure what activities you would have them participate in, we're more than happy to discuss options with you.

Extern Selection Process

Students apply to externship postings and are reviewed by each host site. When a student is selected, the host site will extend the opportunity, discuss important information, and review necessary action steps with the student. Hosts notify Lisa Randolph, in the Office of Career Development & Professional Engagement (lrandolph@wm.edu), of their selections so that she can contact the students who were not selected. **Please contact students you are offering opportunities to prior to the November 11 deadline** to give you time to extend other offers if necessary and notify our office of your selection(s). This deadline helps us ensure we get decisions to all students and allows time for students to apply for need-based travel funding if they are participating in an in-person externship that is not local to them.

*****Please note: Externships may take place in person or virtually*****

Externship Program Information 2023 - 2024

How to Post an Externship

1. Visit <https://wm-csm.symplicity.com/employers/>.
2.
 - a. **If you have posted an opportunity in the past**, enter your username and password to sign in. If you've forgotten your password, click on *Forgot Password* underneath sign in.
 - b. **If you are new to the system**, click on sign up and post job. Complete all fields with the red asterisk (*).
3. Once you are logged into TribeCareers, click on "Create a job posting" (even if posting an externship). **If you've posted before**, you will have the option to copy an existing posting (you will need to click "show archived"). Posting tips:
 - a. For position type, select Externship/Shadow.
 - b. Start the job title with '**W&M Externship:**' – and please put your company name and/or the job function of the externship (i.e. W&M Externship: Medical Shadowing). There is a character limit in this field.
 - c. For resume receipt, please choose 'Accumulate Online' unless you would like to receive an email each time a student applies. The system will send you an email with all applicants after your deadline date, which should be set to October 25.
 - d. Be as specific as possible in the description, as that will make the posting more appealing to students.
 - e. A resume is automatically required, but you can add any additional documents you would like students to submit (i.e. cover letter, statement of interest, etc.).
 - f. It is your choice if you would like your contact information to be visible to students.
 - g. Although you have the option to list specific qualifications, we encourage you to leave it as open as possible, as this program is designed for students from all undergraduate class levels to learn about different career fields.
 - h. Externships can take place in person or virtually.
4. Although you will receive an automated email letting you know that your position will be closing and asking if you want the deadline to be extended, we ask that you stick with the original deadline to be consistent with dates we've shared with students. If you'd like to reopen a position after
5. You will receive an email link after the October 25 student application deadline date with the applications that have been received.

For questions and assistance, please contact:

Lisa Randolph

Assistant Director, Experiential Learning

Phone: 757-221-3230

Email: lrandolph@wm.edu