

AUGUST / SEPTEMBER

- An email announcement will be sent to all students explaining the Extern Program.
- Externships become available on Handshake for viewing on August 26th.

OCTOBER

- Student researches externship opportunities in Handshake and identifies top 3 choices.
- Attend the Extern Process Made Easy workshop on Wednesday October 9th at noon. Attendance strongly recommended and will be considered when student assignments are created.
- Student submits application, essay, resume and top 3 choices through Handshake no later than Wednesday, October 23rd 5:00 pm.
- Notification of externship assignments sent via email by Wednesday, October 30th
- Student accepts and confirms matched externship assignment by Monday, November 4th , including submission of electronically signed Assumption of Risk and General Release waiver.

NOVEMBER

- Unconfirmed assignments will be dropped and externship may be given to another student.
- Extern Sponsors receive names and application materials of matched student.
- Student attends mandatory Extern Program Orientation to be held Wednesday, November 6th at noon.
- Student emails Extern Sponsor to set up phone appointment to discuss externship details on November 6th.
- Phone conversation with Extern Sponsor to discuss externship details between November 6th and November 20th.
- Student submits mandatory Extern Call Response form to CPD by Wednesday, November 20th by email to externships@ursinus.edu or by hardcopy to 110 Bomberger hall.

DECEMBER

- Student and Extern Sponsor continue communications by email and/or phone.

JANUARY

- Student emails Extern Sponsor to confirm details on the Call Response form one week prior to externship start date.
- Externships take place during January 6-10, 2025 or January 13-17, 2025.
- Student sends thank you letters to hosts upon conclusion of Externship.
- Student copies Externships@ursinus.edu on the email for the Extern Sponsor thank you letter by January 24, 2025. Recommended to send the thank you letter within 48 hours of the last day at the externship.
- Student completes Student Evaluation survey.
- Student must remain in good academic and disciplinary standing to attend the externship.