Student Externship Handbook
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**Student Externship Checklist**

Students are encouraged to first read the Externship Guide in full prior to embarking on the Externship process in order to fully understand the requirements. The below checklist is designed to help students throughout the externship process to insure that all required steps are completed within a timely manner.

**Phase 1: Pre-Application Planning**

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<tr>
<td>1</td>
<td>Obtain the Externship Guide and read through it.</td>
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<tr>
<td>2</td>
<td>Develop/update your resume.</td>
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<td>3</td>
<td>Research externship sites.</td>
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<td>4</td>
<td>Complete the Externship Application, submit to the Program Director, and receive approval.</td>
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**Phase 2: Pre-Externship Planning**

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<td>1</td>
<td>Apply for the externship with the externship site.</td>
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<td>2</td>
<td>Secure an externship.</td>
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<tr>
<td>3</td>
<td>Obtain a written description of the externship requirements and duties from the site supervisor.</td>
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<td>4</td>
<td>Meet with ICS advisor to discuss externship and provide ICS with externship site information.</td>
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<td>5</td>
<td>Meet with the Program Director who will assign the faculty advisor.</td>
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<td>6</td>
<td>Meet with the faculty advisor, provide the written duties from the externship site, and develop the Learning Contract.</td>
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<tr>
<td>7</td>
<td>Contact the site supervisor at least two weeks prior to the start date to confirm the externship.</td>
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**Phase 3: Externship**

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<td>1</td>
<td>Arrive on time and prepared at the externship each day.</td>
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<td>2</td>
<td>Maintain communication with the site supervisor, faculty advisor, and ICS.</td>
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<tr>
<td>3</td>
<td>Submit all required assignments as detailed in the Learning Contract.</td>
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<tr>
<td>4</td>
<td>Communicate weekly with the faculty advisor.</td>
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<tr>
<td>5</td>
<td>Assure the mid-term evaluation by the site supervisor is returned to the faculty advisor.</td>
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**Phase 4: Post-Externship**

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<tr>
<td>1</td>
<td>Schedule the final evaluation meeting with the faculty advisor.</td>
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<tr>
<td>2</td>
<td>Submit all required assignments per the Learning Contract.</td>
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<tr>
<td>3</td>
<td>Complete the self-evaluation and site-evaluation forms by the required date.</td>
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<tr>
<td>4</td>
<td>Assure the final evaluation by the site-supervisor is completed and submit it to the Faculty Advisor. Follow up with the site-supervisor if necessary.</td>
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Tips for Finding an Externship


2. Write a resume and cover letter that showcases your skills and any prior work or practical experience. Many companies appreciate customer service experience. Listing your various attributes could make the difference of a successful outcome.

3. Cover Letter and Resume Tip: It is extremely important to show likeness between you and the opportunity. Be specific about how your skills compliment the opportunity.

4. Grammar and Spelling: It is essential that you use correct spelling and grammar at all times. This would include email responses and letter writing. Always spell check your work. Employers feel there is no excuse for errors in this day and age.

5. Know your audience. Research the company where you are applying for an externship. If you have knowledge about the company, what they do including products, and who the key employees are this will be helpful to you in an interview. Make sure you take a look at the company’s website.

6. Follow Job Posting Instructions: Pay attention when you see “Do not reply to this ad! No calls or emails!” Don’t send a signal that you cannot take direction well or it might result in not being offered the externship.

7. Be prepared to share in short order why you are the right candidate for the externship. Always include your personality and character traits and not just your technical abilities. People tend to hire people they connect with.

8. Demo Reel: Be prepared to share your demo reel outlining your best possible work. Here strength is not in numbers, but rather in your quality work. It is helpful to have your work readily available for viewing including online. Make your interactions with an employer convenient from the start and they are likely to presume this to be a strong work ethic trait.

9. Online Presence: Take particular care with your online profiles i.e. Facebook, MySpace, Twitter, etc. Be assured that employers search these sites to gain insight on candidates. The results will be factored into the selection process of candidates.

10. Always have your cell phone charged and near by. Every moment you have an employer’s attention is a self-marketing moment, so take advantage of this by having a professional sounding voice message.

11. Check your emails throughout the day.

12. Immediate Employer Response: Reply to calls and emails immediately. If you snooze you lose. Without hesitation an employer will move on to the next candidate.

13. Have good hygiene and dress appropriately. Show respect and always dress up a notch above the company’s dress code. If this is a corporate opportunity here are tips for success - Don’ts: facial hair, long hair, jeans, jewelry, tennis shoes, and visible tattoos. Do’s: jacket, tie, dress shirt, sweater, dress slacks, neatly cut hair and ironed clothing.
15. Have an extra hard copy of your cover letter, resume and any references with you.
16. Do not drink lots of caffeinated or other stimulating drinks before the interview. It is natural to feel anxious, and caffeine can make you too chatty and nervous. The last thing you want to do is to forget information and come off seeming too nervous, over or unconfident.
17. Have fun and shine! Try and enjoy your time with the interviewer. Smile, listen well and try to stay focused on the questions. Remember: less is more. Don’t fall prey to providing far too much information that could be viewed as inappropriate. If you have fun and shine, they are likely to enjoy the meeting as well.
**Tips for Drafting a Learning Contract**

The learning contract will include your goals, strategies and methods for accomplishing these goals, how you will assess your progress, as well as assignments you will complete that relate to your externship. Keep in mind that you will have limited time in your externship. Goals, strategies, and assignments should be realistic, appropriate to the externship, insightful, and measurable.

The learning contract must include the following:

1. **Job Description:** Describe your role and responsibilities while in your externship. You should have received this information from the site supervisor. Include as much detail as possible. If you know projects you will be working on and deadlines for said projects include that here.

2. **Description of Supervision:** Describe how you will be supervised on the site. You should have received this information from the site supervisor. Include as much detail as possible regarding the guidance you will receive from your site supervisor. Will you have weekly meetings or check-ins?

3. **Description of Learning Goals, Strategies, and Assessment:** What do you intend to learn, how will you achieve this, and how will you know how you effectively achieved your goals and strategies? Be specific.

4. **Description of Activities and Assignments:** Describe activities and assignments both on and off the job that will enable you to achieve your learning goals.

5. **Assessment Criteria for Overall Achievements:** How will you evaluate what you have learned?

**What are Goals and Strategies?**

Goals and objectives are specific descriptions of what you want to learn through your externship. A goal describes the large picture, whereas, strategies are specific measurable steps that can be taken to achieve your goal. A good way to remember how to develop a goal is to think of the following goals, which spell “SMART”.

- **Specific**
- **Measurable**
- **Achievable**
- **Realistic**
- **Timely**

You should develop goals that address the range of your interests. You may ask yourself questions such as those listed below. The answer to questions such, as these are goals.
• Is my goal to improve or develop skills, expand my knowledge, and/or apply a particular skill I have learned?
• Is my goal to understand how a particular company, organization or industry works?
• Am I trying to determine what field I want to go into? For example: you may take an externship in live sound to determine if live sound is for you or if you’d be more suited for another area of sound arts.

An example of a goal is: To develop an understanding of the responsibilities and working conditions of a live sound job.

For each goal you should ask yourself how you will achieve the goal. The answers to this question will help you develop your strategies. These should be specific measurable strategies. You may ask yourself questions such as:

• Will I be working on a specific project?
• Will I work with my site supervisor to undergo specific training?
• Will I create specific assignments or research specific areas as a means of achieving my goals?

An example of a strategy is: Accompany my supervisor during a live sound gig and assist as necessary. Write an analysis of the experience and review it with my site supervisor and faculty advisor.

**How do I develop Assessment Methodologies?**
Assessment methodologies should relate to each of your goals and strategies. You should ask yourself how you will ascertain that you attained your goals and met your strategies.

**What kind of Assignments should I have?**
Your faculty advisor will help you develop assignments that relate to your externship experience. Below are some examples of assignment types you may be asked to complete.

**Journals**
Reflection on your externship experience is an important part of the learning process. By keeping a journal you can begin to think about what you have learned though your externship. Reflecting on your experience can help you to analyze concepts learned and evaluate your experience.

Keeping a journal should not be a simple cataloging of your day-to-day activities, but should elaborate on issues that arise in your externship. Include methods for dealing with these issues, and include thoughts on what you are learning and how you are achieving your goals. Your journal should include entries that are reflective of the knowledge, attitudes and skills that you learned in classes and those learned and applied at the externship site.

You should attempt to write in your journal daily.

Your faculty advisor may give you specific topics that you are expected to address in your journal writing.
Portfolios
Depending on the type of externship you are working in, you may be asked to compile samples of the work accomplished during your externship and reflect on this work through written analysis. If you provide samples of the work you have done at your externship you must have written permission from your site supervisor.

Writing Assignments
You may be asked to submit a research paper on issues/trends in the field you are working in for your externship or a paper on ethical issues facing the industry you are working in.