



2013-2014 Extern Program Student Application Checklist

Post-Information Session and Pre-Extern Program Interview:

- Create, revise and proofread *one-page resume*. "Douglass" **must** be listed in the education section.
- Develop, refine and proofread *one-page personal statement* describing your academic interests and career goals. Check douglassalumnae.org for examples of personal statements.
- Complete the *Extern Program Application* and sign the *Extern Program Student Participation Agreement*. Keep a copy of the *Extern Program Student Participation Agreement* for your records.
- Friday, October 18** **Extern Program Job Listings** released on douglassalumnae.org.
Read through all of the listings, as there will be opportunities you would have never considered before. Be sure to factor travel and availability into your selections.
- Sunday, October 20 – Thursday, October 31** Sign up for an **Extern Program Interview time slot** on douglassalumnaeregistration.com. Interviews are offered in 3 hour time slots; simply choose a time slot where you have approximately **one hour available** to attend.

Extern Program Interviews:

- Extern Program Interviews will be held only at these times, **late applicants will not be accepted**.
 - Monday, November 4 • 9am – 12pm, 12pm – 3pm
 - Tuesday, November 5 • 9am – 12pm, 12pm – 3pm, 3pm – 6pm
 - Thursday, November 7 • 9am – 12pm, 3pm – 6pm
 - Friday, November 8 • 9am – 12pm
- Dress in **business attire**, as applicants are interviewed by alumnae representatives.
- Arrive early to the **Ruth Schilling Hennessy Alumnae Center** (the beige house located between Neilson and Wood Lawn, near Katzenbach).
- Attend the interview with the following documents:
 - Two (2) copies of your *Extern Program Application*
 - One (1) copy of your signed *Extern Program Student Participation Agreement*
 - Two (2) copies of your *one-page resume*
 - Two (2) copies of your *one-page personal statement*
- Students applying to **both** Winter **and** Spring Externships should bring 3 copies of all documents.

Post-Extern Program Interview

- Week of November 25** Applicants receive notification of their Externship Placement decision via e-mail and immediately contact their Extern Sponsor.
- Tuesday, December 10 • 6pm** Externs prepare for their **Winter Break** Externship by attending the How to Make the MOST Out of My Externship workshop in the **Douglass Lounge, DCC**.
- Saturday, February 22** Externs prepare for their **Spring Break** Externship by attending the How to Make the MOST Out of My Externship workshop in the DCC – **time & room TBA**.

Post-Externship

- Thank Extern Sponsor in **writing** within **one week** – handwritten notes stand out in an e-mail world.
- Complete the evaluation of your Externship experience **by April 30, 2014**.
- Stay in touch with your Extern Sponsor, they can be an invaluable resource!

Questions? Contact Valerie Zieniuk at 848-932-2880 or extern@winants.rutgers.edu.



2013-2014 Extern Program Student Participation Agreement

- Before I apply for an Externship, I will consider my travel arrangements. I will conduct research to see if my Externship is accessible by bus or train, or if driving will be required. If I am unsure about traveling to particular Externships, I will not apply for them.
- I will arrive on time, prepared, and dressed in business attire for my Extern Program interview.
- I understand that I am not guaranteed an Externship, and that receiving an Externship is a privilege, not a right.
- I understand that I am representing Douglass Residential College, Rutgers University, its students, and the efforts of the Associate Alumnae of Douglass College during my Externship and will conduct myself accordingly.
- I am responsible for contacting my Extern Sponsor as soon as I am notified of my placement. I will discuss my expectations and understanding of the Externship with my Sponsor and find out their expectations of me.
- I am committed to attend and complete the Externship. I have applied for an Externship with the knowledge that my schedule can accommodate this obligation. If an extreme and unforeseen circumstance compromises my ability to meet this commitment, I will communicate promptly with my Sponsor and Valerie Zieniuk at 848-932-2880.
- I understand that the nature of certain professions may lead to an Externship experience that is more observation than hands-on work. I will make it a learning experience and maintain a positive attitude.
- I recognize that my Sponsor may be busier than they planned during my Externship. I will be understanding and resourceful in occupying my time while continuing to make this a learning experience.
- I will speak positively about Douglass and remember that I am representing Douglass and my actions, conduct, and enthusiasm reflect on the College as a whole. This program is sponsored by the Associate Alumnae of Douglass College specifically for Douglass students; therefore, Douglass pride goes a long way.
- I will be punctual and complete every day of my Externship. If I am going to be late, or if I am unable to report to my Externship for any reason, I will notify my Sponsor immediately.
- I will wear appropriate attire to my Externship, based upon the work environment. My cell phone will be off during working hours. I understand my dress, manners, and desire to learn say a lot about me and have an impact on those around me.
- Unless my Extern Sponsor offers, I am responsible for all travel, meal, and housing costs associated with my Externship. I will not ask my Sponsor for reimbursement of these costs.
- I will thank my Sponsor in writing within one week of completing my Externship.
- Immediately following my Externship, I will complete an evaluation of my experience. Evaluation forms are available at douglassalumnae.org. I will complete it and return it to the Associate Alumnae of Douglass College by April 30, 2014.

I have read and understand the *2013-2014 Extern Program Student Participation Agreement* as stated by the Associate Alumnae of Douglass College. I will bring a signed copy with me to my interview and keep another copy for my records.

Student Signature

Date



2013-2014 Extern Program

Student Application

Phone: 848-932-2880

Web: douglassalumnae.org

E-Mail: extern@winants.rutgers.edu

Name (Please type or print) _____

Class Year _____ Rutgers E-Mail Address _____

Yes, I am a DRC student. Undergraduate School _____

Major(s) _____ Minor(s) _____

Home City _____ Home State _____

Personal E-Mail Address _____

Preferred Phone Number _____ Cell Home

List, in order of preference, the code numbers of the externships that you are interested in.

(For example, ACC4-C or HEA10-B)

First Choice _____ Fourth Choice _____

Second Choice _____ Fifth Choice _____

Third Choice _____ Sixth Choice _____

Yes No I am applying for both Winter & Spring Sessions; if available, I can complete both sessions.

Provide the name, title and contact information for two professional or academic references.

Name _____ Title _____

Phone _____ E-Mail _____

Name _____ Title _____

Phone _____ E-Mail _____

How did you hear about the Associate Alumnae of Douglass College Extern Program?

Previous Extern I know someone who was an Extern

E-Mail Reception Douglass Event Alumnae Website E-Weekly Sakai

Other _____

I state that the above document and the attached resume & personal statement are my own work, are accurate to the best of my knowledge, and have been reviewed and proofread prior to their submission.

Signature _____ Date _____