

I. Qualification: To participate in the Extern Program, a student must:

- Have a SIU Carbondale GPA of at least 2.75 or above;
- Be an undergraduate student with at least 56 credit hours;
 - Exceptions may be made by Extern College Coordinator
- Be enrolled as a full time student for both fall and spring semesters;
- Complete the application and interview process;
- Participate in career workshop(s);
- Contact the Extern sponsor prior to the Externship;
- Attend the Extern Recognition ceremony.

II. Applications: Applications are available online from September 7, 2016 until October 14, 2016 at 11:59 P.M.

III. Interviews: As a part of the application process, you will select a time on specific dates provided by the SIU Alumni Association, you wish to meet with your college coordinator. Only the best ambassadors for SIU Carbondale, determined by the interview process, will be sent on Externships. Business attire required. INTERVIEW NO-SHOWS WILL BE DISQUALIFIED FROM PARTICIPATING IN THE PROGRAM. You will receive information on how to sign up for an interview via email once you submit your online application.

IV. Commitment to Participate: The Extern matching process is lengthy. Finding a suitable sponsor/host can take from one week to three months. Once your sponsor/host is identified, you will be notified via email. The email will provide you with the contact information necessary to contact your sponsor/host prior to arrival to discuss goals for the week. At any point during the matching process, you may contact the SIU Alumni Association or your college coordinator for an update.

V. Career Workshop(s): As an Extern participant, you will be required to attend a career workshop. This workshop will be designed to help you gain in-depth knowledge on keys to workplace success, diversity in the workplace, time management, business etiquette, mastering communication skills, etc. Details will be forthcoming and the workshop typically takes place in February.

VI. Externship: Monday, March 13 through Friday, March 17, 2017. Please note that Externs are responsible for transportation, meals, & housing cost associated with their externship. Travel Awards may be possible, but are not guaranteed.

VII. Recognition Ceremony: This is your opportunity to share your experience. You will personally meet with your college dean, faculty, and college coordinator to receive recognition for your Extern participation. The ceremony is scheduled for Tuesday, March 28, 2017 in the evening hours. Please mark your calendars now!

VIII. Evaluation: After the recognition ceremony, you will be asked to evaluate the program. Your feedback is valuable and may be used to make changes to the program. If you would like to speak directly with someone, please call Emily Spann at the SIU Alumni Association.

IX. Your Responsibility: If at any time your address, phone number, or email changes, it is your responsibility to let the program know. If we cannot reach you, we cannot speak to you about opportunities that develop. Also, take the initiative to check in with your assigned college coordinator or the SIU Alumni Association when you are not sure about your Extern placement.

IMPORTANT DATES TO REMEMBER:

- Applications Due: Friday, October 14, 2016
- Interviews: Dates vary based on college
- Career Workshop(s): TBA
- Send-Off Ceremony: Monday, March 6, through Friday, March 10, 2017
- Externship: Monday, March 13, through Friday, March 17, 2017
- Recognition Ceremony: Tuesday, March 28, 2017