

January 2017
Dickinson College
Externship Sites

January 9-20, 2017

**If additional externship sites are created, you will be notified via email and can make changes to your preference list.

Deadline to Apply: Friday, December 9, 2016

PROGRAM TIMELINE AND SIGN-UP INFORMATION

November 16: application opens

December 9: student deadline for externship application

December 13: student placements are complete and hosts are notified

DICKINSON PILOT EXTERNSHIP PROGRAM

A Dickinson externship consists of a short-term shadowing experience with a host. Externship hosts are Dickinson alumni, parents or friends of the College who are willing to bring students into their workplaces to observe and gain a better understanding of both what they do on a daily basis and the culture in which they work. The Program provides interested students with unpaid, non-credit, short-term shadowing experiences in a wide variety of careers and industries throughout the country over winter break. An extern may:

- Explore career paths within an organization
- Have informational interviews with employees
- Observe interactions with customers and clients
- Meet with decision makers
- Tour facilities and attend staff meetings
- Assist with projects or tasks

WHAT CAN I GET OUT OF BEING AN EXTERN?

Students will:

- gain clarity about a particular career field and/or organization and begin making career decisions
- begin to understand interests and values related to future career choices
- develop a personal relationship with a Dickinson alum for future mentoring and advice
- become well positioned for a more in-depth internship experience during the following summer
- build their list of contacts for future internships and/or jobs
- display skills to employers in order to get a "first look" at possible future interns or employees

January Session Dates:

Session I: January 9-13 (2-5 days)

Session II: January 16-20 (2-5 days)

*Hosts would determine the number of days, which session, and number of sessions.

WHO IS ELIGIBLE TO PARTICIPATE IN THE EXTERNSHIP PROGRAM?

This is a great opportunity for a first-year or sophomore to “test drive” a career and for juniors and seniors to make important career connections for life after Dickinson. The externship program is open to all students who are in good academic and judicial standing.

SAMPLE THREE DAY EXTERN SCHEDULE

DAY 1	
9-10 a.m.	Student arrival and introductions
10-11 a.m.	Tour of workplace
11a.m.-12:30 p.m.	Shadow host, learn about typical job duties
12:30-1:30 p.m.	Lunch with host and other alumni or colleagues
1:30-3:30 p.m.	Observe client meeting, court proceeding, medical procedures etc.
3:30-4:30 p.m.	Shadow other alumnus or colleague at the organization
4:30-5 p.m.	Wrap-up with host, time for Q&A
DAY 2	
9-9:30 a.m.	Student arrival
9:30-11:30 a.m.	Shadow entry level positions
11:30-12:30 p.m.	Meet with HR to learn about employment and internship opportunities
12:30-2 p.m.	Lunch with host and their team
2-3:30 p.m.	Observe client meeting, court proceeding, medical procedures etc.
3:30-4:30 p.m.	Learn about host’s career path
4:30-5 p.m.	Wrap-up with host, time for Q&A
DAY 3	
9-9:30 a.m.	Student arrival
9:30-10:30 a.m.	Informational interview with colleague in student’s interest area
10:30-12:30 p.m.	Project work
12:30-1:30 p.m.	Lunch
1:30-2:30 p.m.	Informational interview with colleague in student’s interest area
2:30-4:00 p.m.	Project work
4:00-5 p.m.	Wrap-up with host, project feedback and time for Q&A

* The host’s career area and the length of the externships plays a major role in the types of activities that are planned for a student. Students participating in a 5-10-day experience are encouraged to assist with a specific project or task depending on the industry. It is likely that a 2-3 day experience would involve mostly shadowing and meeting with key individuals. Hosts may want to discuss potential activities, hours and expectations with their externs prior to the establishment of a final itinerary.

APPLICATION & MATCHING PROCESS

3 Step Process

1. Fill out the **Externship Application/Preference Form** on the career center website at <https://www.dickinson.edu/careercenter> under Externships.

Application includes the following:

- Externship preference form. (Students should preference at least 2 externship sites of interest. You may choose less, but are then not guaranteed a match). Students can preference 3 sites at the most.
 - Demographic information
 - Short essay on why you made the choices you did
2. **Upload your resume** to Handshake
 3. **Apply to the Externship Program** via Handshake by submitting your resume to the job posting entitled "Dickinson Externship Program"

Students will be matched by the Career Center. The aim is to maximize your options, so unmatched students will be encouraged to consider open externships.

Students will be notified of their assignments on December 13th and a brief orientation will take place that week for matched students.

For questions please contact Annie Kondas, Associate Director of Alumni Career Services and Externships at kondasa@dickinson.edu or (717) 245-1740.

Externship Host Sites

#1 Dauphin County Public Defender's Office

Central, PA

Assistant Public Defender, Juvenile Division

5 days

Industry : Law

Department: Legal

Description: Students would primarily be shadowing Court processes, professional meetings and various office work.

Session 1: January 9-13; Session 2: January 16-20

Attire: Professional

Interests and Skills: Juvenile Advocacy; Criminal Defense

2 The Washington Center

Washington, DC

Sr. Program Coordinator

3 days

Industry: Education

Department: Public Policy

Description: Students would shadow and assist in the production of a flagship academic seminar program centered around the presidential inauguration. Externs will be expected to assist in logistical planning, attend public policy meetings with staff, and understand more about how an academic non-profit works. There will also be time for resume review and networking events.

Session 2: January 16-20

Attire: Professional

Interests and Skills: Political knowledge, working with students, logistics and organizational planning

#3 NBCUniversal

New York, NY

Senior Vice President of Human Resources

3 days

Industry: Media

Department: Human Resources

Description: Students would meet and shadow various members of the Human Resources department to understand the role that the Human Resources function plays in a media company. Opportunities will also include the chance to learn about the operations and technology of power media.

Session 2: January 16-20

Attire: Business Casual

Interests and Skills: Interest in Human Resources or Media

4 U.S. Environmental Protection Agency

Washington, DC

Senior Counsel

2 days

Industry: Federal Government

Department: Legal Services

Description: Shadowing work at EPA Head Quarters with senior counsel for Superfund enforcement. Much of a typical work-day is spent participating in conference calls with attorneys in EPA Regional offices and meetings with HQ colleagues, analyzing issues stemming from our enforcement actions or development of guidance policies. The student would 'shadow' for 2-3 days and likely taken to meet several other Dickinson alumni working at EPA headquarters.

Session 1: January 9-13; Session 2: January 16-20

Attire: Business Casual

Interests and Skills: Interest in environmental and legal issues

5 Tower Hill School

Wilmington, DE

Assistant Head of School

3 days

Industry: Education

Department: Education

Description: Students would shadow meetings, spend time with other professionals

Session 1: January 9-13; Session 2: January 16-20

Attire: Business Casual

Interest and Skills: Interest or experience in teaching, counseling, school administration particularly (but not exclusively) in an independent school setting.

6 Temple University Libraries

Philadelphia, PA

Director of Special Collections

10 days

Industry: Education

Department: Archives and Library

Description: Depending on the student's interest, the externship could focus on exhibit research and production; collection appraisal and acquisition; preservation work; cataloging; digitization and/or digital forensics; instruction in primary source literacy or book history; collection management and logistics; or include a combination of several of these.

Session 1: January 9-13; Session 2: January 16-20

Attire: Business Casual

Interest and Skills: Major in history, art, languages, American Studies; interest in information management; cultural institutions; exhibitions; teaching.

7 UFinancial

Camp Hill, PA

Managing Partner

2 days

Industry: Financial Advising

Department: Business/Strategic Management

Description: Shadow the CEO and Managing Partner of UFinancial

Session 1: January 9-13; Session 2: January 16-20

Attire: Professional

Interest and Skills: Naturally Outgoing, Interest in General Business Management, Entrepreneurial. Junior or Senior preferred.

8 The Advisory Board Company

Washington, DC

Rotation Program

2 days

Industry: Healthcare Consulting

Department: Sales and Marketing

Description: The experience will include: job shadowing rotations, one-on-one contact with key executives, interviewing practice and training, and an opportunity to practice business skills and receive feedback.

Session 1: January 9-13

Attire: Professional

Interest and Skills: Proven experience managing multiple, competing priorities, Ability to take initiative, Ability to communicate effectively by email and phone, Attention to detail, Interest in Sales and Marketing, Strong Communication, presentation and organizational skills.

*This is a formal externship run by the Advisory Board Company. For consideration students should submit their application by **November 30**.

9 Premier Orthopedics

Philadelphia Area

Orthopedic Surgeon

4 days

Industry: Healthcare

Department: Medical

Description: Observe in the operating room and office.

Session 1: January 9-13; Session 2: January 16-20

Attire: Professional

Interest and Skills: Willingness to observe, listen and learn

10 The Bowdoin Group

Waltham, MA

Manager, People Operations and Development

3 days

Industry: Staffing and Executive Search

Department: Human Resources

Description: Shadow multiple people in the company on calls, meetings, and a potential external meeting.

Session 1: January 9-13

Attire: Smart Casual

11 Twitter

New York City, NY

Senior Account Executive

1 day

Industry: Media

Department: Marketing

Description: Shadow meetings, tour facility and learn about internship opportunities.

Session 1: January 9-13; Session 2: January 16-20

Attire: Business Casual

Interest and Skills: Interest in media industry, technology and/or sales and marketing.

12 LevelUp

Boston, MA

Vice President, Business Development

1 day

Industry: Technology

Department: Sales & Marketing

Description: Shadow the VP of Business Development, attend team meetings, observe the Research and Development Process and learn how to carry out appointments.

Session 1: January 9-13; Session 2: January 16-20

Attire: Smart Casual

Interest and Skills: Student interested in this externship should take the time to get to know the LevelUp app and be excited about the product.

13 ESPN

New York, NY

Director of Customer Relations

2 day

Industry: Sports Media

Department: Marketing & Communications

Description: Students will gain experience in direct communications, fantasy games, social monitoring and market research.

Session 1: January 9-13; Session 2: January 16-20

Attire: Smart Casual

Interest and Skills: Passionate about sports and interest in a team environment. Preference given to Sophomore or Junior looking for a possible internship with ESPN in the future.

Students with Interest in this experience must submit a response to the following question to be passed on to ESPN:

How will sports content be delivered to your generation in the next 10 years?

14 UBS Financial Services Inc.

Baltimore, MD

Investment Management Analyst

2 day

Industry: Finance

Department: Wealth Management

Description: Students will gain experience by shadowing and learning how to service clients, learn about financial advising, and how to build a portfolio.

Session 2: January 16-20

Attire: Professional

Interest and Skills: All majors accepted- interest in finance, economics and business is a plus.

15 US Department of State

Washington, DC

Director

2 days

Industry: Federal Government

Department: Diplomacy

Description: A student would join the director and his team for the bulk of the business day to attend meetings and other activities currently underway at the office.

Attire: Professional

Interest and Skills: Interest in international relations, political science, and a general understanding of government.

16 FTI Consulting - Strategic Communications

New York, NY

Director

3 days

Industry: Consulting

Department: Communications and Media

Description: Student will learn basic skills of financial communication consulting -- media monitoring, reading analyst reports, preparing research briefs to inform new business development and account work; he or she will get to meet junior and senior team

members and hear about the diverse work that we do across communications and consulting

Session 1: January 9-13; Session 2: January 16-20

Attire: Business Casual

Interest and Skills: Student should be interested in business and consulting and has strong written and verbal communications skills. Sophomore, Junior and Seniors preferred.

17 Enterprise Knowledge

Washington, DC

Office Manager

3 days

Industry: Consulting

Department: IT/Software Development

Description: Students will have the opportunity to interact with the EK team in a professional environment, and observe learned skills in real world applications. Many EK team members have at least ten years of experience in consulting, and will be on hand to discuss their experiences in the field. Students will be able to engage and collaborate with the team one-on-one as well as sit in on internal meetings. The student will additionally have the opportunity to go out to lunch with a different team member each day, and experience both the local Arlington atmosphere and Washington D.C.

Session 1: January 9-13

Attire: Business Casual

Interest and Skills: Externs can have any major, but should have an interest in exploring consulting as a career. Individuals should possess strong communication skills and be comfortable speaking in front of a group. Individuals should have proven experience with leading others and being part of a team.

18 National Gallery of Art

Washington, DC

Head of Adult Programs

3 days

Industry: Museum & Library

Department: Interpretive Art

Description: Students will get to see the organization and preparation for gallery talks. Students will also participate in a gallery project.

Session 1: January 9-13

Attire: Business Casual

Interest and Skills: Student should be interested in Art History, Art, Public Speaking, and History. Open to all majors.

19 APCO Worldwide

Washington, DC

Executive Director, Chair, Global Health Care Practice

4 days

Industry: Biotech/ R & D/Science

Department: Health Policy

Description: Students will shadow the Executive Director and learn about global health care practices.

Session 2: January 16-20

Attire: Business Casual

Interest and Skills: Interest in Health Policy

20 KeystoneCare

Philadelphia, PA

Social Worker

2 days

Industry: Healthcare

Department: Hospice Care

Description: The student would have the opportunity to shadow a home care and hospice social worker. The general plan would be going to visit clients, attending a hospice meeting, and getting to meet with other team members. The student would also have the opportunity to see inpatient hospice setting as well.

Session 1: January 9-13; Session 2: January 16-20

Attire: Business Casual

Interest and Skills: Students interested in social work, nonprofit field or counseling.

21 National Cathedral School

Washington, DC

Director of Alumnae Relations

2 days

Industry: Education

Department: Events, communications, constituent relations

Description: A student would tour of the school, introductions to my 8-member department, possible introductions to other departments (communications, business,

admissions), discussion of careers in education, sit in 1-2 volunteer meetings, Q & A, support of event prep, etc.

Session 1: January 9-13; Session 2: January 16-20

Attire: Professional

Interest and Skills: All liberal arts majors, written and oral communications, data skills, problem solving, curiosity, independent thinking, and the ability to work on a team

22 The Boys' Latin School of Maryland

Baltimore, MD

Assistant Director of College Counseling

4 days

Industry: Education

Department: College Counseling

Description: The extern will be exposed to a variety of work that takes place in an independent high-school - teaching, coaching, counseling, planning, admissions, department meetings, participation in community events.

Session 2: January 16-20

Attire: Business Casual

Interest and Skills: Interest in working with high-school age students.

23 The Nature Conservancy

Boston, MA

Volunteer & Urban Coordinator

4 days

Industry: Environmental Science

Department: Environmental Conservation

Description: Student would receive a wide-range of experiences from a general introduction to nonprofits and conservation work to specific meetings where progress of projects impacting climate change will be discussed. Student would meet staff working in conservation, science, legal, development, operations, and volunteer departments of one of the largest conservation organizations in the world.

Session 2: January 16-20

Attire:

Interest and Skills: Student would benefit most if they are interested in environmental studies, conservation work, or nonprofits in general.

24 Vanguard

Valley Forge, PA

1 day

Industry: Investments

Department: Information Technology

Description: Students will spend the day with crew to gain firsthand experience at what it's like to work in our corporate culture within the IT space. They will experience our campus and what Vanguard has to offer through informative presentations on upcoming technology and exciting tours of our buildings. They will have the chance to ask questions and hear straight from crew members who were in their shoes not that long ago. We will also have activities to participate in, professional development, and networking breakfast and lunch with IT professionals. It is a great way to get recognized if a student has applied or is interested in applying in the future!

January 6

Attire: Professional

Interest and Skills: IT/STEM field

25 The Advisory Board Company

Washington, DC

Business Operations Manager

2 days

Industry: Consulting

Department: Human Resources

Description: The experience will include job shadowing rotations with Dickinson alums within the organization.

Session 1: January 9-13; Session 2: January 16-20

Attire: Professional

26 Dickinson College

Carlisle, PA

Director of Outdoor Education

8 days

Industry: Education

Department: Outdoor Recreation

Description: The student would help with the planning, logistics coordination and leadership of an 8-day winter adventure including cross-country skiing, snowshoeing and backpacking in NH.

Session 2: January 16-20

Attire:

Interest and Skills: Interest in trip planning and logistics management. Experience in a winter environment and WFA certification preferred. Must have driver's license for at least 2 years.
