

Externship Guidelines

Summary

Columbus State University Center for Career Development coordinates "externships" to provide students with real-world problem solving experience and to provide employers with engaging with potential interns.

Purpose

This document presents the goals, benefits, standards, and evaluation process of externships.

Policy

An Externship is a short-term, unpaid, 2-14 day, career exploration and problem solving opportunity for students hosted by an employer. Each externship will be customized to the student's preference as best as possible in order for them to gain real-world experience in a field relevant to them.

What is the purpose?

The purpose of an externship is to provide an opportunity for students to gain real-world problem solving experience while working in a business setting and building relationships with local professionals. Externships also provide an opportunity for employers to engage with students prior to their internship eligibility; allowing an exclusive opportunity to educate students on the company's brand, culture, various functions, and future internships and professional positions.

NOTE: Any student can participate if desired, regardless of classification and major.

Additional Benefit to Students:

- ü Explore potential career field options.
- ü Gain first-hand experience on the job.
- ü Develop your critical thinking skills.
- ü Connect with local professionals.

Benefit to Employers:

- ü Gain exposure for their company.
- ü Identify potential job/internship candidates.
- ü Gain insight from a fresh perspective.
- ü Develop their mentoring/leadership skills.

Externship On-Site Schedule Components:

1. Brief of the company (goals, target market, organizational chart and/or explanation of departments and how they interact).
2. Brief of the specific department/area/role (goals, connection to overall company, and day-to-day work/projects/interactions)
3. Project/Problem explanation (what it is, what resources available, expectations of when can be completed – schedule/timeline).
4. Networking with leadership in business atmosphere (lunch, staff meeting, offsite visits, etc.)
5. Feedback/Question check points with professional mentors (multiple).

POSSIBLE Externship Problem-Solving Assignments:

- Create suggestions on how to market company's product/services to college students.
- Figure out workflow plan of the business operations.
- Research who and why current and potential competitors are for the company's market.
- Allow to participate in the simulation of solving a common problem in the work environment.
- Assist in completing a short-term project that is a piece of a greater deliverable.

Evaluation Process

The evaluation piece of this process is the most important component for growth and development within this program. Employers will mentor students to understand how the solution will be utilized and its effects on the business as a whole in order to understand the realistic relevance and application of solutions to problems of this business' type. This type of experience will help a student in providing value to the next opportunity

presented in job interview or project/class assignment.

The student will receive resources and direction necessary to aid in solving the problem/project, however the goal is to have the student go through the problem-solving process on their own.

Students will be encouraged to use their current education knowledge, personal background/experience, and available company or research resources to complete the problem/project.

Professional mentors will utilize a specific rating sheet “We Solve It” Rubric (included) to provide assessment and feedback on the completed presentation of the problem solution. Center for Career Development staff will utilize the “We Solve It” Rubric (included) to assess the We Solve It Report.

Related USG Policy

4.1.1 Institutional Responsibility

5.1 General Policy

Last Update

2017

Responsible Authority

Career Center Director & Employer Relations Specialist