Externship Program
Employer Information Sheet

Program Overview
The Externship Program is a new experiential learning initiative offered through the SFU Beedie Graduate Career Management Centre. As an Externship Host, you’ll provide a graduate business student, who has not yet had any Canadian work experience, with a one-week full-time job shadowing opportunity at your workplace. You’ll help provide students with a means to learn about and explore a local workplace culture.

Why Participate?
By offering an Externship, you will:

- **BUILD YOUR BRAND** amongst Beedie graduate students who will soon enter the workforce
- **SUPPORT EXPERIENTIAL LEARNING** and help students transition to a career in Canada
- **GAIN AN INTERNATIONAL OUTLOOK** with a student who is diverse culturally and professionally
- **BE THE FIRST** to connect with and learn about potential employees from our talent pool

Our students are ready to learn about the day-to-day work life. Support their aspirations with a real world opportunity, and see what they have to offer you!

When does the Externship Program Run?
This program runs annually. In 2018, the dates will be from April 17 to 20 (Tuesday – Friday).

Program Timeline 2018

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration period for industry professionals (hosts)</td>
<td>Now - March 18, 2018</td>
</tr>
<tr>
<td>Matching and Participant Confirmation</td>
<td>February – March 2018</td>
</tr>
<tr>
<td>Contact by the Extern to arrange logistics</td>
<td>March 29 – April 13, 2018</td>
</tr>
<tr>
<td>Externship Period</td>
<td>April 17 – 20, 2018</td>
</tr>
<tr>
<td>Program Evaluation/Survey (via e--mail)</td>
<td>May 2018</td>
</tr>
</tbody>
</table>

How to Apply?
To be added to the pool of Externship Hosts for 2018, please complete the registration form [here](#) by March 18, 2018.
How to Plan for the Externship? (Recommended activities, not mandatory)

Most students participate in the Externship Program to learn more about the local workplace culture and their industry of interest in a “real world” setting. They want to know what your workday looks and feels like. Many students are also seeking advice on strategies for obtaining a job in the field or information about the background and experience needed to enter the workforce.

The specific activities involved in an externship will vary based on the host’s workplace, but some common ones you may want to consider:

- Introduce the Extern to colleagues
- Provide organization’s mission/vision statement and structure
- Take the Extern on a tour of the organization/facilities
- Share your career path story
- Discuss the Extern’s career interests and questions
- Provide job shadowing opportunities with you and/or colleagues
- Invite the Extern to observe meetings, conference calls, and other events
- Arrange informational interviews with your colleagues
- Invite the Extern to spend coffee/lunch breaks with you and/or colleagues
- Assign small, short-term projects
- Discuss potential career paths within the organization and the profession
- Discuss the Externship experience and share feedback with the Extern

Essentially, any activity that gives the Extern a tangible sense of daily life in your field is valuable.

My work involves confidential information. How would this be handled?

If necessary, students can be asked to review and sign a non-disclosure agreement. The Externship can also be designed so that it excludes confidential activities.

How is a student selected for the Externship?

To be admitted to the program, students submit a resume, cover letter and application form. Once admitted, they will be matched with a Host based on industry and functional area preferences. Students are only offered one Externship.

What happens once I receive confirmation of my participation as Externship Host?

We will send the Extern an email with your preferred contact information. Your Extern will then contact you (most likely via email) between March 29 – April 13 to discuss logistics.
Can I arrange for my Extern to spend time with other colleagues?

Of course! We encourage Hosts to give a broad view of the professional roles at all levels in their organization and industry. Students also appreciate the opportunity to explore different fields within an organization and to expand their professional network.

How do I evaluate this program and/or provide feedback to the Extern?

Your feedback ensures that our program continues to bring value to both the Extern and Host. We will send you a Program Survey on or shortly after last day of the Externship. Please complete the survey by the end of May.

In terms of providing feedback to the Extern, you could either discuss the Externship experience with your student on the last day of the program, or share your thoughts with us through the Program Survey.

Questions?

Please direct your questions to Beth Ren, Externship Program Manager, at jier@sfu.ca.