



EXTERN PROGRAM

2008

The School of Policy, Planning, and Development
University of Southern California

Sponsor Application Packet



UNIVERSITY OF SOUTHERN CALIFORNIA

School of Policy, Planning, and Development

Ralph and Goldy Lewis Hall, 201
University of Southern California
Los Angeles, CA 90089-0626

Phone (213) 740-0533 Fax: (213) 821-4315

losorell@usc.edu

Dear Alumni, Board Member or Friend:

EXTERNSHIPS have been used by many top universities to give their students the opportunity to participate in a mini-internship, designed to provide students with exposure to an occupational area related to their field of study. We hope you will consider participating in this type of program for the USC School of Policy, Planning, and Development.

The EXTERNSHIP Program is offered to students studying public administration, public policy, planning, and health administration. After the initial application period the program will then open up to other areas of study across the campus including the School of Engineering and the Business School. You can provide career exploration for the EXTERN through collaboration on projects, sitting in on meetings, assisting in program evaluations and much more during the two days to one week experience. The program will take place during the university's spring break session scheduled for March 17-21, 2008 and should be a minimum of 25 hours scheduled between the student's and the organization's availability. Our goals for the EXTERNSHIP program are to help students connect with professionals in the field, start to develop a career network, and to gain exposure that may influence the students' career and academic choices.

We look forward to your participation in this worthwhile program, and we know you may have questions regarding it, so we have put together the attached packet. Please take a few moments and review the information. Feel free to let us know directly at 213 740 0533, or via e-mail at losorell@usc.edu, what you think of the program and if we can count on your participation. Thank you for your time.

Sincerely,

Office of Career Services

FAQs for Potential EXTERNSHIP Sponsors

1. What is an EXTERNSHIP?

An EXTERNSHIP is a volunteer “shadowing” style opportunity for first year graduate students to spend from two to five days during the week of March 17-21, 2008 actively working with professionals, while gaining exposure to an occupational area related to their training.

The EXTERNSHIPS are not for academic credit or pay, but the experience will greatly benefit both the students and sponsors. The extended time span of the EXTERNSHIP gives the student the ability to refine their career goals while allowing the sponsor to examine the interests, skills and competencies of potential employees or interns. The duration of each externship is to be determined between the extern and the organization, minimum of 25 hours during the week.

2. What can I have students do during their EXTERNSHIP?

It is up to you to decide what is appropriate in your work environment for the EXTERN to participate in. We ask that you go through your day with the student as you would any other day so that the students can have a realistic view of what your career entails.

Some options include:

- Observing and asking questions
- Conducting informational interviews with you and other co-workers
- Attending meetings and other functions
- Editing or proofreading
- Assisting with research projects
- Working directly with or observing interactions with customers and clients
- Provide career guidance

3. What types of students will I expect to have?

The students that will have the opportunity to participate in an EXTERNSHIP will be graduate students in the USC School of Policy, Planning, and Development. Participants will be in their first year of one of the following programs: Master of Public Administration, Master of Public Policy, Master of Health Administration and Master of Planning. If we do not have enough first year applicants, the program will be extended to second year students as well. Each student will be required to submit an application and attend a program orientation.

4. As an employer, do I have to select the students from a pool of participating students?

No, you are doing enough by offering to participate in the program as a sponsor! The Office of Career Services will screen student applicants and make a selection for you, and then verify that the student has the qualification you requested. By indicating your preferences and expectations on the application, we will strive to place an appropriate student with you.

5. Will students contact me directly?

Yes, but only after the Office of Career Services has informed you of your EXTERN. It is the responsibility of the student to get in contact with you prior to the EXTERNSHIP once the decision has been made and the contact information has been provided to the student. Students will not be given contact information during the application process.

6. How many student externs will each office/organization receive?

Please list the number of student externs your office/organization would like to host. Depending on the number of students who apply for your available seat we may be able to send you all of the students you request or in some cases no students but we try to match as best we can.

7. Are there costs to participate?

There is no cost to you as a sponsor of the EXTERNSHIP. Students are responsible for all of their expenses, transportation, meals, and lodging if necessary.

8. What is the timetable for the EXTERNSHIP Program?

Sponsor Applications Due:	Friday, January 25, 2008
Student Open Enrollment:	Monday, February 4 - Friday, February 22, 2008
Decisions/Matches Made By:	Friday, February 29, 2008
EXTERNSHIP:	Monday, March 17 - Friday, March 21, 2008
Follow-up Questionnaire Due:	Friday, April 4, 2008



