

Luther College Alumni Externship Program

Frequently Asked Questions

The following is a list of commonly asked questions about the Alumni Externship Program. If you don't find your questions answered here, please contact the Career Center.

Q. What is an externship?

A. A short-term career development opportunity for students to spend one to three days observing professionals in their field and experiencing a typical day on the job. Externs are hosted by Luther alumni who have volunteered to help students gain an insider's view of a career field. A student is matched by the Alumni Office and Career Center staff with a host.

Q. What's the difference between an externship and an internship?

A. Externships are designed to be short-term career shadowing experiences where internships are longer-term experiences (a semester or summer in length) and may involve pay and academic credit. Interns may be selected in a competitive application process and hired by the organization. There is no option to earn credit or pay during an externship.

Q. What are the benefits?

A. The externship is an opportunity intended to help you to better understand a work environment and a career field, and therefore help you assess and clarify your career goals. The experience provides you with a professional networking contact – a person who could become a mentor or source of referral for internships or permanent employment.

Q. What will I do during the externship?

A. An externship involves shadowing your host through the routine of normal workdays. You may observe in one department or you may get a broader overview by visiting all departments in an organization. You may conduct informational interviews with your host and his or her colleagues, sit in on meetings, or work on an assigned task.

Q. How much does the extern program cost?

A. Students are responsible for travel expenses to the site and the cost for any meals. We have asked alumni to make accommodations for housing (if needed). However, students may need or be prepared to pay for housing.

Q. How do I apply?

A. Pick up an application form in the Career Center (Dahl Centennial Union) or download an application from <http://career.luther.edu> [go to Students | Externship Program | Application Form (PDF)]. Applications must be turned in to the Career Center or emailed to career@luther.edu.

Q. When is the application deadline?

A. The application deadline for the during Fall 2012 Break Externship Program (October 15-17) is Wednesday, September 19, 2012.

Q. What can I expect after I have applied?

A. The Alumni Externship Program staff will review all student applications to determine interest and eligibility. Once participant applications have been reviewed, the staff will begin the matching process. Alumni contact information will be made available to student. Student will be responsible for contacting alumni directly. Every effort will be made by the staff to place a student with one of their top fields of interest.

Q. When will I find out if I've been matched?

A. We will do our best to notify students who have been matched with an alum by Thursday, September 27, 2012.

Q. When I have been matched with a Luther alumnus, when do I contact my host?

A. If the externship staff is able to successfully match you with a host, you will be provided with the person's name and contact information. You will then be expected to initiate contact with your host.

Q. What are my obligations after the externship?

A. You will be provided with a Student Externship Program evaluation to complete. Additionally, the entire group of externs will meet to discuss, share, and reflect on their experiences with one another.