



**Annual Externship Fair – Thursday, February 4, 2016**  
**12:00 – 1:30 PM, Keller Hall Atrium**

**Students Eligible for Externships in 2016-17**

At the Fair, you will be approached by students who are eligible to complete their externship in the Summer and Fall of 2016, or Spring of 2017. These eligible students will be wearing name tags. Feel free to review their resumes, ask them about their background and externship learning goals, and discuss what type of work your office would assign to an extern. Students who do not have name tags are not eligible to take the externship course in the upcoming academic year, and thus, may not complete an externship with your office during those semesters. However, feel free to network with those students, if time permits.

**The Externship Fair is Informational Only**

Students have been counseled to use the Externship Fair as a means for information gathering about the many offices that are in attendance. Accordingly, they may have various questions about the type of work you do so that they can decide which office might best fit their learning goals for the externship course. Because the externship course is part of our students' academic experience, we emphasize with students the importance of deciding now upon primary learning goals so that they can make deliberate decisions about the externship field offices that will best help them meet those goals.

As such, the format of the Externship Fair is solely for informational interviewing - not for making offers of positions to students. No Externship Confirmation Forms will be available at the Fair, nor will any be accepted on that day. Instead, please collect student resumes to conduct follow-up interviews or make externship offers later if you choose. We want to prevent students from feeling pressured about an externship offer "on the spot" when the purpose of the Fair is for them to gather information to think about which offices will help them best meet their learning goals. This requires them to have time after the Fair to digest the information they have gathered.

Please remember that every externship placement must meet minimum requirements and is contingent on approval by the Externship Office.

**Changes to Summer 2016**

To assist students with summer scheduling issues, the externship course will no longer be offered in 7-week summer sessions. This summer, students taking the course will be required to work for a minimum of 10 weeks over the entire summer. This will give students more flexibility in scheduling their externship work and meeting the course requirements. Additionally, this will provide consistency with what is required during the fall and spring semesters.