



Extern Program 2016

The Extern Program offers students many opportunities to learn about potential career paths thanks in large part to the gracious volunteerism of alumni, parents and friends of the College. For the 2016 Extern Week (January 11-15), **369 students registered**. Their class years were: 48 Seniors, 66 Juniors, 130 Sophomores, 125 First Year Students. **329 alumni, parents and friends of the College registered to be workplace sponsors and/or homestay hosts**, resulting in **321 externships available for students**. These opportunities were offered primarily in Boston, Chicago, Washington DC, Los Angeles, New York, Philadelphia, San Francisco and Seattle. In each of these cities there is an alumni volunteer homestay coordinator who, based on their local knowledge of public transit and commuting, matches student externs who requested a homestay with a homestay host. Locations beyond the aforementioned eight cities vary from year to year and alumni offering externships outside of cities where housing is coordinated are encouraged to provide housing to their externs.

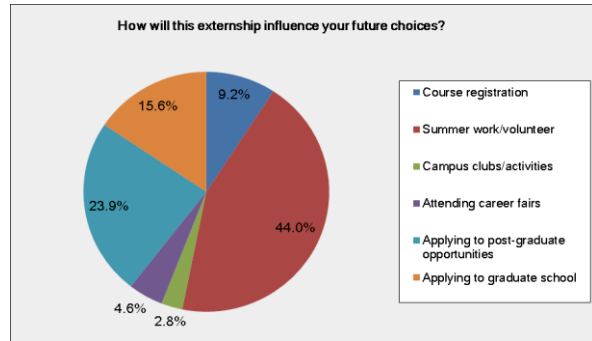
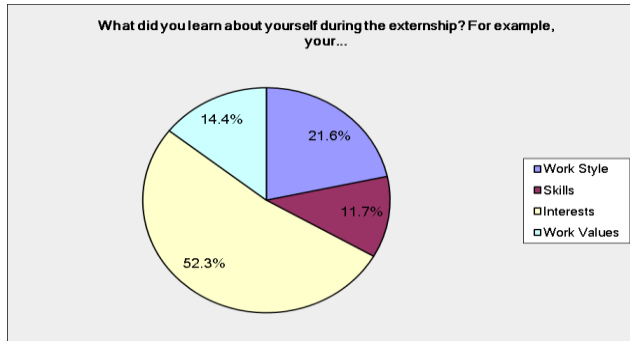
The extern matching process occurs in three rounds:

Round I: The first round requires students to register online via mySwarthmore and indicate up to four externships of interest. 369 students registered this year and 219 were matched through the computerized lottery.

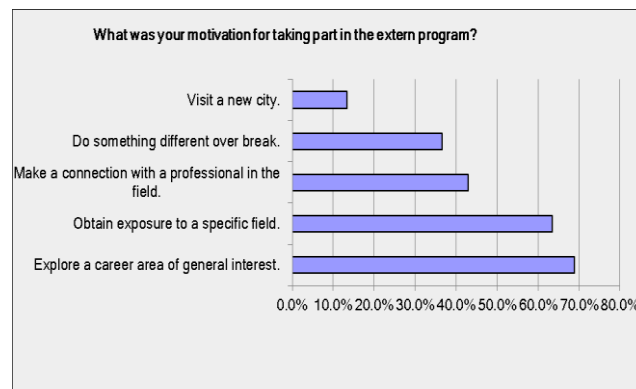
Round II: In the second round of matching, any unmatched students can choose from the remaining externships on a first-come, first-served basis. An additional 22 students were matched with externships in Round II.

Round III: In the final round of extern matching all remaining externships are open to students who did not initially register; this year 20 additional students were matched during Round III totaling **261 students matched with an externship**. Between the end of matching in November and Extern Week in January, there is typically some attrition due to changes in alumni work circumstances, family emergencies, student conduct status, travel availability or illness, for example. During the January 2016 Extern Week, **241 students participated in an externship**.

Student feedback from a survey completed by 124 externs following Extern Week showed that students gained self-awareness and career insight during their externship. 68% of the survey respondents were first-time externs; when asked *What did you learn about yourself during the externship?* 50% selected *interests*, 22% selected *work style*, 12% selected *skills*, and 14% selected *work values*. When asked how the externship will influence their future choices, 44% of students indicated the externship will help them make decisions about summer opportunities, 24% noted the externship will influence applying to post-graduate opportunities, 15% said the externship would influence applying to graduate school and 9% said it would influence course registration.



The majority of survey respondents stated that they haven't yet declared a major, but 45% claim that they know what they will declare. 38% noted that the externship confirmed the direction they had in mind for their career path, while 17% noted that it changed the direction they had in mind. When asked about their motivation for taking part in the Extern Program, the largest motivating factor was to "explore a career area of interest" (69%) followed by "obtain exposure to a specific field" (63%) and "make a connection with a professional in the field" (43%). The less frequent motivators were "do something different over break" (37%) and "visit a new city" (13%). A similar survey of students who registered, but did not get matched, showed the same trends in motivating factors and major declaration.



Students were asked the ways in which financial considerations played a role in their participation. "None, money was not an issue" had the largest number of responses at 44%. "Some, paying commuting costs was a hardship" had 26% of the responses. "A lot, I couldn't have done it without free housing" had 21% of the responses. 20% of the respondents noted "Very much, I chose the location based on cost of travel, etc." It should be noted that in each location there were a variety of externships available and that for Philadelphia externships, students are able to stay in their dorm room for the week. Philadelphia has the highest number of opportunities, after NYC.

Externs are required to attend a pre-externship professional etiquette meeting including a panel of former extern Career Peer Advisors (CPAs) who share tips and suggestions about making a good impression, being polite and professional, and learning as much as possible while externing. Students are told ways they should prepare for the externship, questions they should explore while externing and how to show their appreciation for the sponsor/host's time and expertise, among other details.

Following Extern Week, students have the opportunity to apply through Career Services for a Summer Experiential Fellowship grant to extend their externship into a paid summer internship with their extern sponsor. This year eight students have applied for the \$4,350 fellowship.

Some student survey comments:

I liked the opportunity that this externship provided to explore the work field. I also enjoyed getting advice from a Swat alum. It was very helpful in determining what I was fit for and what I enjoyed doing.

I liked that the place that I worked seemed to know exactly what to do with externs for a week because they have been sponsoring externs every year for some time now. This externship allowed us to actually write an article to be published with our byline in the newspaper and I was thoroughly satisfied by the work I was able to do for them in a week. I highly recommend keeping this opportunity on the list of externships for future Swarthmore students who may be interested in journalism, as they have a number of experienced editors and journalists who are happy to help and mentor future externs.

Both my experiences with externships (this year and my freshman year) have been fantastic, far exceeding my expectations. Everyone at my workplace, not just the Swat alum, was overwhelmingly welcoming and supportive. It's a wonderful opportunity and one of the best programs at Swarthmore and I hope it continues to expand. Thank you!

What I liked best was that my sponsor made a conscious effort to connect us with tons of people in their company, and I learned so much more about networking actually doing it than I ever could simply hearing about it. I also had the best time completing my project for the company, and they did a great job explaining the value of my work being not busywork.

My experience communicating with Career Services and my host was great. After connecting with my sponsor communication went well and I learned very much from the opportunities to sit in on interviews and meet and speak with state delegates and a state senator.

I liked the variety of externships and that there was the chance to have a homestay if need be. I would do this program again to make further connections with which to hopefully intern at in the future.

I liked the opportunity the externship gave me to explore a particular career field I had not considered before.

I liked the chance to get a feel for a new profession.

I enjoyed the whole professional experience for a week. It was a way to break away from the Swat bubble and have a taste of professional life before graduating and entering the workforce.

This was an excellent program overall, and I am very glad I participated. Both my extern and home stay hosts were wonderful people, and made sure that my week was as good an experience as can be. Career Services also made a perfect match so that my home stay and work place were only a station away by train. A week is a good length, just enough to experience and observe the workplace without the pressure of actually working on something significant. I would definitely do this again.

I appreciated how diligently my extern host worked to ensure that the other extern and I had a worthwhile experience. From the start, we were given access to all of the hosts' colleagues and the programming they supervised in support of children and families. This allowed the externship experience to be highly customizable and reflective of my academic and professional interests.

My mentor did a great job in keeping me involved and making sure that I was never unoccupied.

Best--getting to know a professional in a field of interest.

The extern sponsor was kind, and took time to be a proper mentor. She even helped me make connections with people not from her field of work.

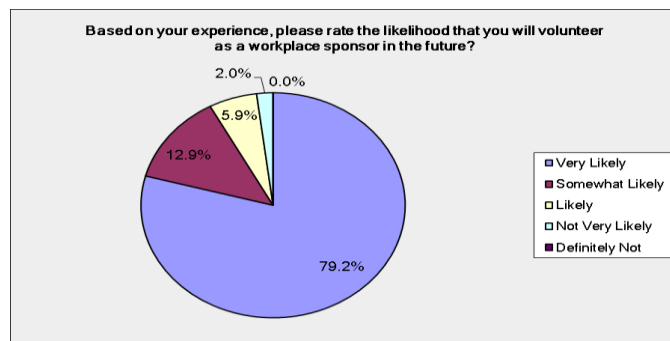
I love the alums who choose to be a part of this program--in two tries, I've found both to be receptive and nurturing people.

I believe, as most people may say, the best thing about the externship is just the experience. And that's true. There's nothing more exciting than actually getting a glimpse into the working world, the real world.

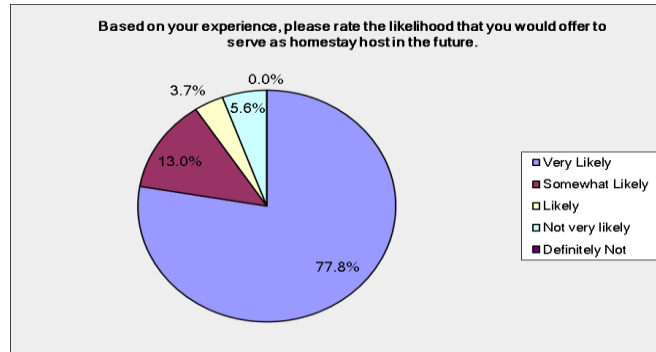
Overall, my externship was a terrific experience. Thanks to career services for coordinating this valuable program.

I liked how welcoming people were in introducing us and allowing us to ask them questions. I also think it was an experience most undergraduates at other schools do not have.

Workplace Sponsor and Homestay Host feedback on surveys was equally positive. The majority of the Workplace Sponsor survey respondents were prior participants (57%), although 10% of respondents had registered in a prior year and weren't matched then. For 33%, this was their first year participating. 49% of Homestay Host survey respondents had hosted in a prior year. 9% had registered, but weren't matched and for 42% this was their first time registering. Each year there are many new sponsors and hosts, thus Career Services sends all volunteers guidelines to make the experience rewarding for all. We are also available by phone and email and frequently help alumni think through options in conversations.

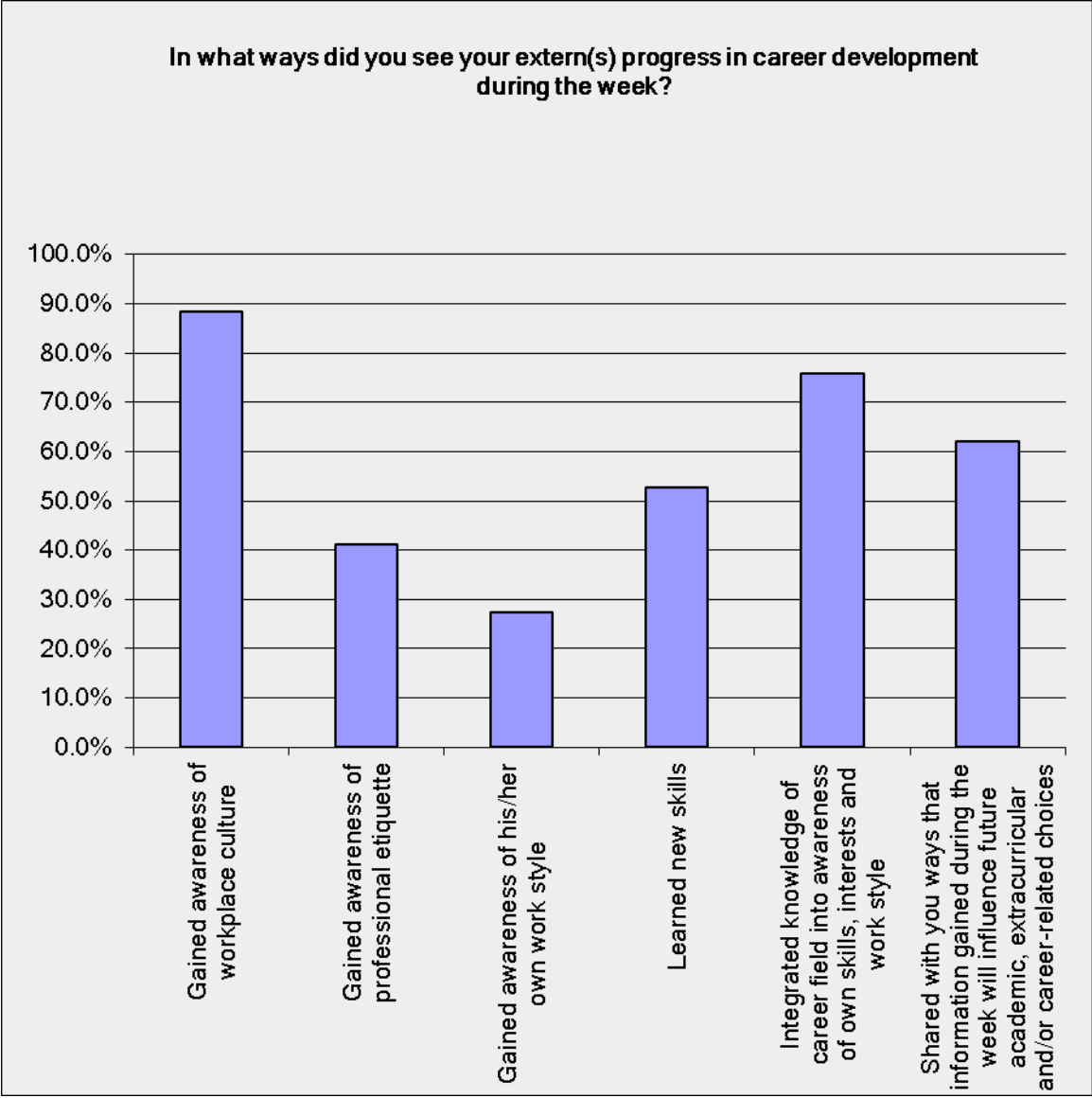


98% of Workplace Sponsors survey respondents are likely to sponsor a student in the future, with 79% being very likely. 90% said that *ease of connecting with student* was excellent or very good. 90% also said that the *experience of sponsoring a student* was excellent or very good.



94% of Homestay Host survey respondents are likely to host a student in the future, with 78% being *very likely*. 93% said that the *experience of hosting a student* was excellent or very good.

Workplace Sponsors were asked: *In what ways did you see your extern(s) progress in career development during the week?* The most common answers were: gained an awareness of workplace culture; integrated knowledge of career field into awareness of own skills, interests and work style; and shared with you ways that information gained during the week will influence future academic, extracurricular and/or career-related choices.



Some comments from Workplace Sponsors:

Please share with us what went well this year.

My extern was clearly interested in what I did and readily accepted any task I gave her. She posed lots of interesting questions and I felt like it actually helped her learn something about potential careers.

I think the student was exposed to a lot of information that was very different than she'd been exposed to before. I think the experience was positive for her.

I think that she was a very bright extern who showed much excitement and engagement during her time here.

Great externs who had a lot of energy. I think I was more prepared hosting for a second year.

Student was engaged, willing to work, and open to learn.

Student was very respectful and interesting. Asked lots of relevant questions. Displayed enthusiasm for my work. Was grateful for the extern experience.

I am eager to continue the relationship with my extern and would love to find a way to have her work here in the future.

Student clearly communicated her interests, and that helped me in setting up workplace activities for her that I hoped would be most worthwhile for her.

The students were enthusiastic, appreciative, were able to contribute more than I expected to a small project, fit in well with my lab; an excellent experience.

Thoroughly enjoyable; nice interested extern and I had fun showing off my field of interest.

I was concerned that it was not a perfect match because [...] is a science major interested in consulting and we are a very subject matter driven firm in social sciences. We worked to focus on "what a consultant does" and he left thinking it was a good experience.

[...] is bright, a quick learner, and quick to put a large amount of new information into perspective so that he can ask perceptive questions.

Students were thoughtful and engaged. Definitely eager to soak up new experiences. They seemed to most enjoy the meetings I included them in, which wasn't what I expected!

My extern was thoughtful, engaged, and very professional. It was a pleasure to host her, and I look forward to continuing to host externs in the future!

I put in more variety into the student's schedule, which I think went well. So instead of just shadowing me in the clinic, he had a number of different experiences.

My extern was engaged throughout the week and was professional with patients, families and my team. My extern asked thoughtful questions and read articles that I suggested for his review. I enjoyed our discussions about my practice and career.

We were able to meet with judges and law clerks in court and chambers as well as for dinner meetings. Researched possible article re US Supreme Court case. Read and discussed cases and briefs, including an article I wrote and arbitration jurisdiction.

The match was made early, the extern reached out early and we were able to communicate information about logistics so that her arrival was well anticipated and went smoothly.

The student showed exceptional initiative and dove into projects. She was also very personable and accommodated my extended hours.

What would help you in your service as an extern workplace sponsor in the future?

It may help to know more specific details about what the student is hoping to gain from the experience so that I can try to craft those opportunities.

Being able to have more than one extern. Team learning and multiple externs would be easier to justify with the costs of creating a quality week long experience.

My field is somewhat esoteric. The extern had little idea what it involves. It would be helpful next time for the extern to do a little background research before starting the externship. I'd be happy to provide some useful on-line resources.

What makes it feasible for you to offer an externship in your career field/workplace? Do you have any advice for others in your field?

Don't consider yourself to be the only mentor for the week. Combine value to the extern with a project that can advance with low risk during one week.

Make sure to let the legal & HR departments know as far in advance as possible. Know going into it that the extern is going to get far more value out of the experience than you/your company. A week is a good amount of time for somebody to learn about an organization, but not nearly enough to do any impactful work.

There are many projects to take on at any given moment in time. I would suggest that others in my field ask externs to brainstorm new solutions for workplace challenges. It's always great to hear the perspective of someone from the outside.

The hardest part is finding good, bite sized projects of interest. Spreading this responsibility out helps a lot. Many people's small, repetitive tasks make for a learning experience for an extern, and require little planning or prep.

I am founder / owner of a company so I can make that decision. My main piece of advice is to be organized and not wing it...have tasks / experiences set up ahead of time so the week flows well.

We have interesting work in an interesting profession. We have an office of about 35 people, many of them recent graduates, and there is a kind of mutual curiosity that goes on when an extern arrives.

I can spare the time since I am semi-retired (but in the office full time). Several of my colleagues do interesting work and are willing to talk to externs about it.

It was nice this year that I had an extern and another of my colleagues did as well. It meant we could brainstorm the best uses of their time and the most interesting experiences.

Reach out to colleagues at work to help give broader exposure.

I am at a level where I facilitate or participate in many large meetings that can absorb an observer, and where we also have plenty of entry-level tasks. It would be much harder for someone for whom most of their work was individual or with just one other person, for example. It was an extremely busy time, though, so I did need to be careful not to let it burden others.

I am a partner in the law firm, which gives me a lot of autonomy. I had been concerned about whether a student would get bored since there are times that I spend hours on the phone. However, I fortunately had a number of tasks that I could assign to her that she found interesting.

There's always extra work to do when you're a teacher! :) Advice: tell the extern ahead of time what you will be doing that week in class so s/he can prepare and be more useful.

Some comments from Homestay Hosts:

Please share with us what you enjoyed about hosting a student this year.

Was great to hang out with someone who is at a stage in their life that I was at 10 years ago. Interesting to be reminded of their perspectives during that time.

[...] was kind, thoughtful, and considerate. She was a little less sure about her career path than other externs whom I've hosted, so we got to have some fun conversations about the many paths that she could take.

It was great to connect with a wonderfully interesting, bright and courteous current student and hear her perspectives on College life. My extern came from a different culture, and that was especially interesting to my elementary-school-aged children. Thank you for organizing this terrific program!

We enjoyed the conversations during our nightly dinners with our Swarthmore student. She was exceptionally polite and an excellent houseguest.

We thought creatively about food this year, making vegetarian sushi, pizza, pasta, and eating out two nights at Indian and Chinese restaurants. The extern and my high schooler got along well, they shared many cultural interests.

Getting to know a bright young woman whose interests and background are completely different from mine.

Once again, they were lovely young ladies. They sometimes ate dinner with us and sometimes enjoyed the little restaurants all over the neighborhood.

Being able to hear her enthusiasm for her extern experience and sharing time with a great young person.

I enjoyed hearing about life on the Swarthmore campus, which sounds very different than it was during my era (1969-73).

I enjoyed getting to know a Swattie who is currently on campus and sharing our experiences.

What would help you in your service as an extern homestay host in the future?

Nothing in particular. BUT, I think it would be nice for all the DC externs if you asked an alum to set up a Capitol tour, or expert tour of a Smithsonian Museum or something else in DC. Based on the two students I interacted with the most, and those I spoke with at the reception (which was as always, very nice!), they

didn't necessarily have much experience seeing the sites of DC, nor time to do it outside of work. By the time I thought of it, it would have been too late to do something like that.

I was given all of the info and support necessary.

A continued area of growth is variety of workplace opportunities in all locations. There is currently a good variety, however as student interests and location accessibility are ever changing, we'd like to have as many options as possible. With 369 students registering for the program and 261 students receiving matches, there remains a consistent gap each year. To remedy this we conduct *Finding Your Own Externship* group and individual sessions with students and as a result, growing numbers of students are able to develop their own externships during this period and other times of year. Additionally, we are always looking at new ways to make the pre-externship professional etiquette meeting more meaningful to students.

Special thanks to our colleagues in Development and our point person, Dierdre Konar, all of whom educate alumni and parents about the Extern Program during their visits throughout the year and make targeted phone calls during alumni registration and homestay matching. Thank you also to Alumni Relations for hosting extern receptions during the week. In addition to deep gratitude for each and every alumnus/a, parent or friend who offers a week of their lives to spend with a student, much gratitude is extended to the following:

Our alumni Homestay Coordinators who arrange housing matches for students in key cities: Demetrios Karis '74, Joan Rogers Leopold '76, Charlotte McDowell '01, Wendy Krieger '86, Linus Waelti '07, Bill Belanger '66, Andrea Barr Goldman '87, and Miranda Cantine '93.

Board members including Janet Erlick '88, Leslie Jewett '77, Danielle Moss '90, Davia Temin '74 and Cathy Polinsky '99, who drafted ten other alumni in San Francisco to host a group of externs and arranged visits with alumni at the following 10 tech companies: Steve Podell '81 – FinancialForce; Tiffany Fenster '02 – Stripe; Nori Heikkinen '03 – Google; Sean Finney '03 – Google; Jeremy Schifeling '03 – Break into Tech; Evan Moses '04 – Salesforce; Colin Schimmelfing '10 – Clever; Samuel Lacy '11 – Shyp; Justin Cosentino '15 – Salesforce; Gabe Benjamin '15 – Zenefits; and Antony Kaguara '15 – Juvo.

Dr. Joe Becker '66, who even after his retirement has continued to arrange externships for ten pre-med students each winter and spring break at Cooper Hospital; hundreds of students have participated in these externships and have had a meaningful introduction to their future careers in medicine through Dr. Becker's efforts.