

# Project E(x)ternship

Host Guide

Seaver College Career Center  
Pepperdine University

**2015-2016**

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# Externship Format and Overview

## WHAT IS PROJECT E(x)ternship?

Project E(x)ternship is a career exploration program that offers students the unique opportunity to investigate career interests and make professional connections while they spend time with Pepperdine alumni, "shadowing" them in various work environments. This program is valuable for both students and alumni, alike: students have a chance to "test" a career path without making a long term commitment of an internship or fulltime job, while alumni and university friends have a chance to reconnect with Pepperdine and serve its students in a meaningful and tangible way. This year, Project E(x)ternship will take place in both in spring and summer breaks and we are thrilled to be partnering with 80 hosts from across the nation!

## PURPOSE FOR PROJECT E(x)ternship

- Introduce students to the professional workplace
- Provide an opportunity to gather information about specific career paths
- Increase awareness of specific industries and career paths in potential occupational areas
- Connect business professionals/alumni and undergraduate students
- Enable businesses to actively support student development

## PROGRAM BENEFITS

Project E(x)ternship is a free program that allows hosts to make a significant contribution to student career development as well as build organization recognition and promote both internship and fulltime employment opportunities.

*Alumni will have an opportunity to:*

- Make a positive and lasting impact on the career exploration process for an undergraduate student
- Aid in informing students about the helpful and required skills needed to enter the workforce
- Develop personal connections with current students in a coaching/mentoring capacity

*Students will have an opportunity to:*

- Explore a variety of career options and gain clarity in defining career interests
- Evaluate how classroom learning is applied in real world scenarios
- Develop personal connections with business professionals and Pepperdine alumni

## THE E(x)ternship EXPERIENCE

The program is designed to give students a sense of the work environment and allow them to explore career interests and goals. The following is a list of suggested activities and experiences that might be appropriate for externs. **Please review this list with your student to identify those which you can provide during their E(x)ternship.** *You are welcome to brainstorm alternatives with your student.*

- Attend staff meetings
- Complete office tasks or assist with projects
- Conduct informational interviews with staff
- Learn about office policies and procedures
- Discuss current trends in the profession
- Tour the facilities
- Observe client interactions
- Explore potential career paths within the organization as well as within the profession
- Review organization mission/vision statement

# Project E(x)ternship Host Responsibilities

## BEFORE THE EXTERNSHIP

- Review this Project E(x)ternship Host Guide.
- You will receive an introduction to your student, which will include your student's major, year in school and contact information.
- **We ask that as host, you assist in the initial communication with your student to model professionalism and leadership.** Please use this time to introduce yourself and clarify yours and the student's goals and expectations. (Refer to the initial conversation guide on page 5).
- Respond to student's inquires regarding the details of his/her visit: dates of externship, office location, start/end time, parking, dress code, etc.
- Obtain any necessary clearance from your HR department.
- Secure any required visitor passes for the student.
- Review the student's learning agreement detailing their learning objectives.
- Discuss confidentiality safeguards (use guide on page 6 if beneficial).
- You may attend the Professional Bootcamp training sessions January 20<sup>th</sup> and February 24<sup>th</sup> 2015 (this is encouraged but not required).

## DURING THE EXTERNSHIP

- Provide an opportunity to enhance student learning through job shadow, small projects, informational interviews with you and your colleagues, or any other relevant tasks.
- If possible, allow ample time for the student to ask questions about your position/industry.
- If possible, arrange for your student to have the opportunity to meet with a few of your colleagues for informational interviews so they can broaden their exposure to your company and industry.
- Remain encouraging, courteous and respectful. Be a positive role model for your student.
- Review "Assessing Along the Way: Questions to Ask Yourself" on page 6.
- You are **not** expected to provide meals or compensation to the student.

## AFTER THE EXTERNSHIP

- Complete reflective evaluation form so we can continue to improve Project E(x)ternship.

## Joint Host and Student Responsibilities

- Students and hosts share the responsibility for creating and maintaining a positive project E(x)ternship experience.
- After initial contact is made, **it is up to the student and host to agree upon the ways of communicating with each other.** For example, arrangements for the use of phone, Skype, and email messages should be agreed at the outset.
- The student and host must commit to respecting differences and honoring each other's expertise and experience. If difficulties arise that cause concern to host or student, these should be shared with the Project E(x)ternship program coordinator Chloe Wright as soon as possible.
- Both parties, but especially the host, should share what he or she is willing and capable of contributing to the relationship.

# Clarifying Goals & Managing Expectations

Establishing ground rules helps manage expectations in a host/externship relationship. Ground rules are the norms or accepted behaviors, rules of the road, guidelines, or conventions that parties agree to abide by. Please review and utilize this initial conversation guide as a resource when reaching out to your student.

## Initial Conversation Guide

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*(Adapted from The Mentor's Guide – pg. 91)*

To-Do List	Strategies for Conversation	Host Considerations
Take time getting to know each other.	Discover the student's interests, past work experiences and long term career goals.	Establish rapport. Exchange information. Identify points of connection.
Determine the student's goals.	Ask: What do you want to learn from this externship experience?  Give the student an opportunity to articulate broad goals.	Determine if the student is clear about his or her own goals and objectives. Help clarify what you can offer in this externship.
Determine the student's relationship needs and expectations.	Ask: What do you want out of the relationship?	Be sure you are clear about what your student needs or wants from this hosting relationship. Encourage the student to think through what he or she wants from the relationship.
Define the deliverables.	Ask: What would success look like for you?	Do you have an area of experience or expertise that is relevant to this person's learning goals?
Share your assumptions, needs, expectations, and limitations candidly.	Ask for feedback.  Discuss: Implications for relationship.	What you are willing and capable of contributing to the relationship? Discuss any confidentiality requirements. Discuss your accessibility/preferred form of communication.
Discuss options and opportunities for learning.	Ask: How would you like to go about achieving your learning goals?  Ask: How do you learn best? How do you like to receive feedback?  Ask: What is the most useful kind of assistance I can provide?	Discuss implications of each other's learning and communication styles and how they might affect the relationship.

## Confidentiality Safeguards

**Generally people do not like to talk about confidentiality; they just assume it.** Getting the conversation about confidentiality started is sometimes awkward. The list of questions provided below offer one approach to aid you in this conversation. Feel free to adapt it to your needs and omit questions that do not apply. **Please commit to having this conversation during your first call or meeting.**

*Check the box that indicates your assumptions about confidentiality. Please review and discuss each item with your student if applicable. Allow for a full discussion or gaps before coming to consensus.*

	Yes	No	Not Sure
What we discuss stays between us for as long as we are engaged in our externship relationship.			
After our formal externship relationship has ended, it is okay to talk about what we discussed or how we related.			
If there is a demonstrated need to know, I can appropriately disclose our conversations, my impressions, or anything else that pertains to the relationship.			
What we say between us stays there unless you give me permission to talk about it with others.			
Some issues will be kept confidential, while others will not.			
It is okay to discuss how we relate to one another, but not the content of our discussions.			
It is okay to discuss what we talk about as long as it is positive.			
Are there other assumptions I hold that should be added to this list?			

## Assessing Along the Way: Questions to Ask Yourself during the E(x)ternship

(Adapted from *The Mentor's Guide*- pg. 15)

- Am I providing adequate support to facilitate the learning of my student?
- Have we identified sufficient and varied opportunities and venues for learning/observation?
  - *Examples: Informational Interviews with colleagues, opportunities to observe meetings or routine office occurrences, space to debrief about what they are experiencing, ask questions.*
- Are we continuing to build and maintain a productive relationship and experience?
- Are they getting an accurate view of my profession/industry?
- Is the feedback I am giving thoughtful, candid, and constructive?
- Would I have benefited from this externship as a student?

## Contact Information

Thank you for your willingness to participate as a Project E(x)ternship Host! If you have specific questions or concerns please contact:

Madelline Abourched, Seaver Career Services Office Manager (310)-506-6014

[Madelline.Abourched@pepperdine.edu](mailto:Madelline.Abourched@pepperdine.edu)

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You will receive a program evaluation form to provide feedback at the conclusion of the E(x)ternship. Please help us improve the program by providing your honest perspective and suggestions.