



# Carleton

## WHAT is the Externship Program?

Carleton College is again proud to sponsor the Externship Program for the 2021- 2022 academic year, and we invite you to participate as a host. For 13 years, Carleton students have participated in externships with Fortune 100 companies, government, leading non-profits and nationally recognized professional services in law, medicine, and finance. The purpose of the externship is to expose Carleton students to the experiences and professional environment of the host.

## WHY host an extern?

Externship hosts provide an experience for talented students to gain exposure into a potential field of interest. Students completing short-term projects bring exceptional critical thinking, collaboration, and communication skills that benefit the host site. Additionally, job shadowing allows externs to learn about the host's organization and profession.

*"I've found our externs to be deep thinkers willing to work hard. If you have a project that needs a fresh perspective, some research, and a young point of view, having an extern work on it can be helpful for you and them."*

Karen Handelman P '20, P '23  
President, 501creative



*"I had a great experience participating in two externships as a student, and see that the students I now hosted learned a lot with their hands-on research with us."*

Apoorva Handigol '19  
Research Analyst, Tractus Asia

*"It seems impactful for the externs and is revitalizing for me."*

Jay Huston '00  
High School Science Teacher,  
Stanbridge Academy

## LEARN more!

- Externships last one to three weeks from Nov. 29 to Dec. 17, 2021.
- Externships may be in-person or remote.
- Hosts have no obligation to pay Carleton externs. There is no continuing obligation to hire Carleton externs in any other capacity.
- Registering possible opportunities does not obligate your company or organization to select one or more externs later.
- There is no grading or other performance metric involved.

## HOW are externs recruited?

Hosts provide a position description and desirable qualifications to the Carleton Career Center. Carleton posts all externship opportunities for students to consider at the start of the academic year. Externship hosts review and rank all application information. The Career Center matches students with extern host rankings and makes offers to candidates.

*"100% I would recommend it to a future extern. My host was super responsive and flexible to our needs. I felt guided as I developed the skills I needed to complete the final project. I was impressed by how dedicated my host was to our learning and success."*

Isaac Crown Manesis '23  
Hosted by: Becca Galey, Director of  
Curriculum; LearningWorks at Blake

*"I appreciated his desire to mentor us and make sure we're actually learning. I love the desire of Carls to be lifelong learners and my host demonstrated that habit. We also networked a lot."*

Jancyn Appel '23  
Hosted by: Bruce Manning '96,  
Judge; Minnesota Judicial Branch

## Externships Timeline 2021

- **July 14-August 20:** Hosts develop and register externship positions
- **August 30-September 27:** Students apply for externships
- **September 29-October 6:** Hosts review and rank candidates
- **October 8:** Students begin receiving externship offers
- **October 10-October 24:** Second round recruitment and offers (if needed)
- **October 29:** Externship positions finalized between student and hosts
- **November 29-December 17:** Externships take place

## NEXT steps

1. Consider how your organization could benefit from a Carleton extern.
2. Write an externship posting (We invite you to reach out, if you need help!).
3. Enter the posting information into the [host interest form](#).
4. Hit submit! We'll take care of the rest.

## CONTACT us

Email [externships@carleton.edu](mailto:externships@carleton.edu)  
Phone (507) 222-4293