Winter Break

EXTERNSHIPS

January 8-19, 2018

Dickinson College Career Center
Dickinson Externship Program

A Dickinson externship consists of a short-term shadowing experience with a host. Externship hosts are Dickinson alumni, parents or friends of the College who are willing to bring students into their workplaces to observe and gain a better understanding of both what they do on a daily basis and the culture in which they work. The Program provides interested students with unpaid, non-credit, short-term shadowing experiences in a wide variety of careers and industries throughout the country over winter break.

**AN EXTERN MAY:**

- **EXPLORE CAREER PATHS WITHIN AN ORGANIZATION**
- **CONDUCT INFORMATIONAL INTERVIEWS**
- **OBSERVE INTERACTIONS WITH CUSTOMERS AND CLIENTS**
- **MEET DECISION MAKERS**
- **TOUR FACILITIES AND ATTEND STAFF MEETINGS**
- **ASSIST WITH PROJECTS OR TASKS**

**What can I get out of being an Extern?**

**Students will:**

- gain clarity about a particular career field and/or organization and begin making career decisions
- begin to understand interests and values related to future career choices
- develop a personal relationship with a Dickinson alum for future mentoring and advice
- become well positioned for a more in-depth internship experience during the following summer
- build their list of contacts for future internships and/or jobs
- display skills to employers in order to get a "first look" at possible future interns or employees

**January Session Dates:**

Session I: January 8-12 (2-5 days)
Session II: January 15-19 (2-5 days)

*Hosts would determine the number of days, which session, and number of sessions.*
WHO IS ELIGIBLE FOR EXTERNSHIPS?

This is a great opportunity for a first-year or sophomore to “test drive” a career and for juniors and seniors to make important career connections for life after Dickinson. The externship program is open to all students who are in good academic and judicial standing.

THE DICKINSON FOUR

The Dickinson Four is a four-year roadmap to your Dickinson experience, grounded in the mission of the college, designed to ensure that you are asking these questions with purpose, intensity, depth and support. The Externship program is an important program on your Dickinson roadmap to help you begin to “discover what matters” in career and in your life.

SAMPLE THREE-DAY EXTERN SCHEDULE

<table>
<thead>
<tr>
<th>DAY 1</th>
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<tbody>
<tr>
<td>9-10 a.m.</td>
<td>Student arrival and introductions</td>
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<tr>
<td>10-11 a.m.</td>
<td>Tour of workplace</td>
</tr>
<tr>
<td>11 a.m.-12:30 p.m.</td>
<td>Shadow host, learn about typical job duties</td>
</tr>
<tr>
<td>12:30-1:30 p.m.</td>
<td>Lunch with host and other alumni or colleagues</td>
</tr>
<tr>
<td>1:30-3:30 p.m.</td>
<td>Observe client meeting, court proceeding, medical procedures etc.</td>
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<tr>
<td>3:30-4:30 p.m.</td>
<td>Shadow other alumni or colleague at the organization</td>
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<tr>
<td>4:30-5 p.m.</td>
<td>Wrap-up with host, time for Q&amp;A</td>
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<tr>
<th>DAY 2</th>
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<tbody>
<tr>
<td>9-9:30 a.m.</td>
<td>Student arrival</td>
</tr>
<tr>
<td>9:30-11:30 a.m.</td>
<td>Shadow entry level positions</td>
</tr>
<tr>
<td>11:30-12:30 p.m.</td>
<td>Meet with HR to learn about employment and internship opportunities</td>
</tr>
<tr>
<td>12:30-2 p.m.</td>
<td>Lunch with host and their team</td>
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<tr>
<td>2-3:30 p.m.</td>
<td>Observe client meeting, court proceeding, medical procedures etc.</td>
</tr>
<tr>
<td>3:30-4:30 p.m.</td>
<td>Learn about host’s career path</td>
</tr>
<tr>
<td>4:30-5 p.m.</td>
<td>Wrap-up with host, time for Q&amp;A</td>
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<table>
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<tr>
<th>DAY 3</th>
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<tbody>
<tr>
<td>9-9:30 a.m.</td>
<td>Student arrival</td>
</tr>
<tr>
<td>9:30-10:30 a.m.</td>
<td>Informational interview with colleague in student's interest area</td>
</tr>
<tr>
<td>10:30-12:30 p.m.</td>
<td>Project work</td>
</tr>
<tr>
<td>12:30-1:30 p.m.</td>
<td>Lunch</td>
</tr>
<tr>
<td>1:30-2:30 p.m.</td>
<td>Informational interview with colleague in student's interest area</td>
</tr>
<tr>
<td>2:30-4:00 p.m.</td>
<td>Project work</td>
</tr>
<tr>
<td>4:00-5 p.m.</td>
<td>Wrap-up with host, project feedback and time for Q&amp;A</td>
</tr>
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PROGRAM TIMELINE & APPLICATION INFORMATION

October 23: externship booklet is available and posted on the career center website
October 23: application opens on website and Handshake
November 9: student deadline for externship application
November 17: student placements are complete and hosts are notified
November 24: student date to accept externship
November 27 - December 8: externship orientation sessions for students
December 15: Deadline for students to contact hosts and solidify details
January 8-19: Time for externs to be on site with host organization

HOUSING & TRANSPORTATION

Some sites have offered local transportation and housing as part of your experience.
Transportation and housing will be indicated in each listing description. Students who extern close to Dickinson will be permitted to live on campus during the time of their externship.

Transportation costs coverage may come in the form of a metro card, parking coverage, gas mileage, or a ride by the host.

Housing may come in the form of a paid hotel, hostel, rental unit owned by host or staying with the host in their home (only permitted my Dickinson alums and parents). Where housing is not covered, students have considered the following for these experiences: staying with family or friends, staying at low cost hotels or hostels, and considering shorter-term experiences only.

ARE SCHOLARSHIPS AVAILABLE?
The Externship Program is new to the college and it is our hope that in a few years monies will be available to help support students. The 2018 January externship program does not offer financial assistance at this time. The career center would be happy to meet with you to discuss how to keep costs low while participating.
APPLICATION & MATCHING PROCESS

3 Step Process

1. Fill out the Externship Application on the career center website at https://www.dickinson.edu/externships.

Application includes the following:

- Externship preference form. (Students should preference 3 externship sites of interest. You may choose less, but are then not guaranteed a match)
- Demographic information
- Short essay on why you made the choices you did (250 word limit per essay)

2. Upload your resume to Handshake on the career center website

3. Apply to the Dickinson Externship Program (job number 1090653) via Handshake by submitting your resume to the job posting entitled “Dickinson Externship Program”

Students will be matched by the Career Center. The aim is to maximize your options, so unmatched students will be encouraged to consider open externships.

Students will be notified of their assignments on November 17th and a brief orientation will take place that week for matched students.

For questions please contact Annie Kondas, Associate Director of Alumni Career Services and Externships at kondasa@dickinson.edu or (717) 245-1740.
Business

Externship Number: 1

Employer: Enterprise Knowledge

Externship Location: 3100 Clarendon Blvd, Suite 300 Arlington VA 22201

Host Information: Employer

Host’s Title: Office Manager

Departmental Function: IT/Software Development

Externship Description (Written by Host): Externs will have the opportunity to participate in a dynamic work environment learning more about the field of Knowledge Management consulting. Students will have the opportunity to further explore our six core service areas; Strategy & Design, Taxonomy & Ontology Design, Agile Transformation, Software Development, Content & Brand Strategy, and Change Management & Communications.

During this externship program students will be immersed into the Enterprise Knowledge(EK) culture by performing tasks a full-time employee would do on a daily basis. Students will have the opportunity to sit in on client calls, visit with various levels of authority throughout the organization, and collaborate with colleagues across all platforms.

Ideal Skills & Attributes for this Externship: Externs can have any major, but should have an interest in exploring consulting as a career. Individuals should possess strong communication skills and be comfortable speaking in front of a group. Individuals should have proven experience with leading others and being part of a team.

Session Available: Session 1: January 8-12, Session 2: January 15-19

Length of the Experience: 5 days

Expected Attire: Business Casual

Special Workplace Considerations: None.

Number of Externships Offered: 1

This Experience Offers:

Notes from the Host: Enterprise Knowledge currently employees three Dickinson alum: Zach Wahl-Founder and CEO; Claire Brawdy- Senior Analyst; and James Midkiff- Developer.
Externship Number: 2

Employer: U.S. Bank

Externship Location: 1420 Fifth Ave Seattle Washington 98101

Host Information: Alumnus/Alumna

Host’s Title: Senior Vice President and International Banking Group Executive

Departmental Function: International Banking (export/import Finance and money transfer)

Externship Description (Written by Host): Learning about export financing and international wire transfer activity.

Ideal Skills & Attributes for this Externship: International Business, global political and social perspective.

Session Available: Session 1: January 8-12

Length of the Experience: 3 days

Expected Attire: Business Casual

Special Workplace Considerations: No

Number of Externships Offered: 1

This Experience Offers: Housing, Transportation

Notes from the Host: We would be happy to host a student at our house during this externship.
Externship Number: 3

Employer: Access Holdings

Externship Location: 6 E. Eager St., Baltimore, MD 21202

Host Information: Employer

Host’s Title: Vice President

Departmental Function: Finance

Externship Description (Written by Host): Access Holdings is a private investment firm which manages approximately $500 million of equity capital across three platforms. We target essential service industries that benefit from favorable regulatory and demographic trends. We seek to create value over time through active management oversight and support of our portfolio team partners.

The candidate will have the opportunity to observe private equity professionals at work. They will get the opportunity liaise with all members of Access Holdings, including the founder and CEO. As part of the externship, the student will be exposed to current portfolio of assets, ongoing transactions, and potentially a live deal. The student will be invited to meetings and be able to witness the inner workings of a private equity firm. The candidate will also have the opportunity to engage in dialogue with all members of the team and ask questions ranging from deal execution and structuring to fundraising and fund reporting.

Ideal Skills & Attributes for this Externship: International management and business, economics and history

Session Available: Session 1: January 8-12, Session 2: January 15-19

Length of the Experience: 5 days

Expected Attire: Business Casual

Special Workplace Considerations:

Number of Externships Offered: 3

This Experience Offers:

Notes from the Host:
Externship Number: 4

Employer: Janney Montgomery Scott

Externship Location: Janney Montgomery Scott 200 North High Street Suite 201 West Chester, PA 19380

Host Information: Alumnus/Alumna

Host’s Title: Financial Advisor

Departmental Function: Financial Planning and Portfolio Management

Externship Description (Written by Host): The student will get a crash course understanding of what it is like to be a financial advisor. They will get a glimpse into marketing, financial research, financial planning, portfolio management, and client/prospect interaction.

Ideal Skills & Attributes for this Externship: International Business, Economics, Finance, Sales interests

Session Available: Session 1: January 8-12, Session 2: January 15-19

Length of the Experience: 5 days

Expected Attire: Business Professional

Special Workplace Considerations: Confidential Information

Number of Externships Offered: 1

This Experience Offers:

Notes from the Host:
Externship Number: 5

Employer: Rademacher Financial, Inc.

Externship Location: 1505 Kasold Drive, Lawrence, Kansas 66047

Host Information: Parent

Host’s Title: President/Vice President

Departmental Function: Own the Company

Externship Description (Written by Host): The externship would involve meeting with staff (including owners) to learn about the industry. Externs could also have the opportunity to work with recently hired Research Assistant on a project during their time in the office. For confidentiality reasons, no client appointments would be involved.

Ideal Skills & Attributes for this Externship: Willingness to learn and ask questions. Interest in investing.

Session Available: Session 1: January 8-12, Session 2: January 15-19

Length of the Experience: 2 days

Expected Attire: Business Casual

Special Workplace Considerations:

Number of Externships Offered: 1

This Experience Offers: Housing, Transportation

Notes from the Host: Externship could be anywhere from 2-5 days in length.
Externship Number: 6

Employer: uFinancial Group

Externship Location: 5001 Louise Drive, Mechanicsburg PA

Host Information: Alumnus/Alumna

Host’s Title: CEO

Departmental Function: CEO

Externship Description (Written by Host): Students will have the chance to shadow the CEO of the uFinancial Group to better understand the operations of running a financial services business.

Ideal Skills & Attributes for this Externship: Naturally outgoing, interest in general business management, entrepreneurial spirit.

Session Available: Session 1 & 2

Length of the Experience: 4 days

Expected Attire: Business Casual

Special Workplace Considerations:

Number of Externships Offered: 1

This Experience Offers:

Notes from the Host:
Industry: Business- Financial Services

Externship Number: 7

Employer: UBS Financial Services Inc.

Externship Location: 500 East Pratt St. 11th Floor Baltimore, MD 21210

Host Information: Alumnus/Alumna

Host’s Title: Senior Vice President of Wealth Management

Departmental Function: Investment Management

Externship Description (Written by Host): I provide advice to multiple generations of families with significant resources on building and maintaining a sustainable program for long term wealth accumulation and distribution. A student would learn about my work and the work at UBS Financial Services.

Ideal Skills & Attributes for this Externship: All majors accepted- interest in finance, economics and business a plus.

Session Available: Session 1: January 8-12, Session 2: January 15-19

Length of the Experience: 2 days

Expected Attire: Business Professional

Special Workplace Considerations: None

Number of Externships Offered: 1

This Experience Offers:

Notes from the Host:
Externship Number: 8

Employer: uFinancial Group

Externship Location: 5001 Louise Drive, Mechanicsburg, PA 17055

Host Information: Employer

Host’s Title: Managing Partner

Departmental Function: Financial Advising

Externship Description (Written by Host): The student will learn the daily duties of a Financial Advisor and see behind the scenes from a managerial aspect.

Ideal Skills & Attributes for this Externship: Interest in finance/ stock market, strong interest in becoming an entrepreneur.

Session Available: Session 1: January 8-12, Session 2: January 15-19

Length of the Experience: 4 days

Expected Attire: Business Casual

Special Workplace Considerations:

Number of Externships Offered: 1

This Experience Offers:

Notes from the Host:
Externship Number: 9

Employer: BGR Group

Externship Location: 601 13th St. NW, 11th Floor South Washington DC 20005

Host Information: Employer

Host’s Title: Deputy General Counsel

Departmental Function: Policy Research

Externship Description (Written by Host): BGR clerks have the opportunity to work in one of Washington’s leading lobbying and consulting firms and help support some of the nation’s top policy experts. BGR clerks are vital to the BGR team, working to help keep our lobbyists informed of the latest action on Capitol Hill and in foreign and state capitals.

Ideal Skills & Attributes for this Externship: We are looking for clerks who are career-oriented and looking to work hard and build on the skills they have already begun to develop through previous internships, work, and volunteer experiences. Clerks must have outstanding research and writing skills and be able to adapt to an constantly changing political environment.

Session Available: Session 1: January 8-12, Session 2: January 15-19

Length of the Experience: 10 days

Expected Attire: Business

Special Workplace Considerations: BGR accepts applications from students of all academic concentrations/majors, with an interest and background in politics.

Number of Externships Offered: 2

This Experience Offers:

Notes from the Host: Ideally, we would like a clerk or clerks who is/are open to continuing their clerkship remotely through the spring semester for a paid position.
**Externship Number:** 10

**Employer:** Comfort Suites Carlisle

**Externship Location:** 10 S Hanover St

**Host Information:** Employer

**Host’s Title:** GM

**Departmental Function:** Administration

**Externship Description (Written by Host):** To manage a profitable, community oriented business. To operate a busy hotel restaurant and meeting space.

**Ideal Skills & Attributes for this Externship:** Business, HR, Leadership, Management

**Session Available:** Session 1: January 8-12, Session 2: January 15-19

**Length of the Experience:** 5 days

**Expected Attire:** Business Casual

**Special Workplace Considerations:** No

**Number of Externships Offered:** 2

**This Experience Offers:**

**Notes from the Host:**
Externship Number: **11**

**Employer:** IncidentAid

**Externship Location:** 292 E Eaglewood Ave, Sunnyvale, CA 94085

**Host Information:** Alumnus/Alumna

**Host’s Title:** Consultant

**Departmental Function:** Strategic Business Management

**Externship Description (Written by Host):** IncidentAid is an entrepreneurial venture seeking to support first responders with advanced communications technology, onsite coordination, and support for after-action reviews of "incidents." The student will spend time with the inventor of the technologies, the chief operations officer, the startup accelerator that supports IncidentAid, and members of a first responder team (with exposure to how product requirements are elicited from intended users-- which is all about cultural anthropology). The student will have the opportunity to participate in a hosted trip to Google, hosted trip sites that focus on the Silicon Valley culture, a working meeting with a local university that is collaborating with IncidentAid, and a meeting with the field staff for the House of Representatives congressperson-- who is concerned with the spread of high-tech opportunities throughout the United States.

**Ideal Skills & Attributes for this Externship:** Major: pre-med; anthropology; sociology; political science; computer science; pre-business management; science, technology & culture, or environmental science major.

Interests: high-tech businesses, public benefit corporations, customer understanding, health monitoring, information management, international humanitarian aid & disaster relief

**Session Available:** Session 1: January 8-12, Session 2: January 15-19

**Length of the Experience:** 5 days

**Expected Attire:** Business Casual

**Special Workplace Considerations:** none; accessibility is good, even for students with mobility restrictions

**Number of Externships Offered:** 1

**This Experience Offers:** Housing, Transportation

**Notes from the Host:** We're working on an option for free housing with one of the startup's founders.
Industry: Business - Information Technology

Externship Number: 12

Employer: Quantitative Software Management Inc.

Externship Location: 2010 Corporate Ridge, Suite 500, McLean, VA 22102

Host Information: Alumnus/Alumna

Host’s Title: Consultant

Departmental Function: Consulting

Externship Description (Written by Host): Students will have the opportunity to observe and practice the basic skills of IT consulting, including but not limited to: reviewing source documents, parametric modeling, analyzing data, and developing client deliverables. Externs will primarily work with members of QSM’s consulting team, but will also have the chance to interact with other divisions within QSM, such as sales, marketing, research, tech support, training, and product development, to understand how the organization functions as a whole. Students will have the opportunity to participate in some hands-on projects as part of this externship experience.

Ideal Skills & Attributes for this Externship: Interest in social sciences, computer science, math, economics, and business is a plus. Individuals should possess strong analytical and communication skills, and should be comfortable working in a team environment. Seniors preferred.

Session Available: Session 1: January 8-12

Length of the Experience: 5 days

Expected Attire: Business Casual

Special Workplace Considerations: Due to the sensitive nature of the work, applicants may be subject to additional background checks.

Number of Externships Offered: 2

This Experience Offers:

Notes from the Host:
Externship Number: 13

Employer: Shire Pharmaceuticals

Externship Location: 730 Stockton Dr, Exton, PA 19341

Host Information: Alumnus/Alumna

Host’s Title: Head of IT Vendor Management

Departmental Function: IT

Externship Description (Written by Host): The externship will provide insight into various IT functions that support a global biotech/pharma company. This will include but is not limited to Vendor Management, Service Management, Project Management, Portfolio Management, and other such activities. The student will get to interview different members of the IT team, participate in meetings, and help prepare a presentation.

Ideal Skills & Attributes for this Externship: Some experience with Excel and/or PowerPoint

Session Available: Session 2: January 15-19

Length of the Experience: 3 days

Expected Attire: Business Casual

Special Workplace Considerations: None

Number of Externships Offered: 2

This Experience Offers:

Notes from the Host:
Externship Number: 14

Employer: Stack Overflow

Externship Location: 110 William Street, NY NY 10038

Host Information: Alumnus/Alumna

Host’s Title: Sales Manager

Departmental Function: Sales

Externship Description (Written by Host): I run a 30-person sales team at Stack Overflow, responsible for generating revenue amongst our enterprise clients for our Talent platform, which helps companies to brand themselves & advertise effectively in front of the world’s largest and most trafficked Q&A website for software developers. Exciting times!

Ideal Skills & Attributes for this Externship: Sales or business-focused majors would be most beneficial.

Session Available: Session 1: January 8-12, Session 2: January 15-19

Length of the Experience: 3 days

Expected Attire: Smart Casual

Special Workplace Considerations: Nope - we have an incredible environment.

Number of Externships Offered: 2

This Experience Offers:

Notes from the Host:
Externship Number: 15

Employer: Marlin Steel Wire Products

Externship Location: 2640 Merchant Drive, Baltimore, MD

Host Information: Employer

Host's Title: President and CEO

Departmental Function: manufacturing

Externship Description (Written by Host): Manufacturing and Steel Production

Ideal Skills & Attributes for this Externship: engineering, robotics, manufacturing

Session Available: Session 1: January 8-12

Length of the Experience: 7 days

Expected Attire: Casual

Special Workplace Considerations:

Number of Externships Offered: 3

This Experience Offers:

Notes from the Host:
Externship Number: 16

Employer: VIVO Agency

Externship Location: 5 Walnut Grove Drive Horsham, PA 19044

Host Information: Alumnus/Alumna

Host’s Title: Group Account Director

Departmental Function: Advertising (client services, copywriting, or art direction)

Externship Description (Written by Host): VIVO Agency is a small advertising firm based outside of Philadelphia focused primarily on the medical device, diagnostic, and health IT space. During the externship, there will be an opportunity to get hands-on experience supporting the creative and client service teams, exposure to the creative development process (copywriting, graphic design, and editorial services), and an understanding of agency operations. Think Mad Men, just in the medical industry in the suburbs of PA! (http://www.vivoagency.com)

Ideal Skills & Attributes for this Externship: Business major; interests in the creative space, medical industry, and/or marketing

Session Available: Session 1: January 8-12, Session 2: January 15-19

Length of the Experience: 10 days

Expected Attire: Smart Casual

Special Workplace Considerations:

Number of Externships Offered: 1

This Experience Offers:

Notes from the Host:
**Externship Number:** 17

**Employer:** Delia Associates

**Externship Location:** 456 Route 22 W, Whitehouse, NJ 08888

**Host Information:** Alumnus/Alumna

**Host’s Title:** President/CEO

**Departmental Function:** Decision Maker

**Externship Description (Written by Host):** Delia Associates is a 12-person B2B Branding and Marketing firm, with integrated services that include brand development, website development, digital, content and search marketing. Over the course of the day, the student will have the opportunity to meet with director-level personnel representing each of the firm’s core competencies, to learn more about their respective backgrounds, training, and day-to-day role at Delia Associates. In addition, Delia Associates’ President, Ed Delia (Class of ’95) will meet one-on-one to answer questions about leading and growing a branding communications business.

**Ideal Skills & Attributes for this Externship:**

**Session Available:** Session 2: January 15-19

**Length of the Experience:** 2 days

**Expected Attire:** Business Casual

**Special Workplace Considerations:** Energetic, positive, and goal-oriented.

**Number of Externships Offered:** 2

**This Experience Offers:**

**Notes from the Host:** For the length of experience, we can accommodate 2 students, 1 per day.
Externship Number: 18

Employer: Winplus Holdings Inc

Externship Location: 2975 Redhill Suite 100, Costa Mesa, CA

Host Information: Alumnus/Alumna

Host’s Title: Chief People Officer

Departmental Function: Human Resources

Externship Description (Written by Host): Shadow CEO at the onset of an acquisition of another company

Ideal Skills & Attributes for this Externship: Finance, Business Administration

Session Available: Session 2: January 15-19

Length of the Experience: 5 days

Expected Attire: Casual

Special Workplace Considerations: none

Number of Externships Offered: 1

This Experience Offers: Housing

Notes from the Host:
Externship Number: 19

Employer: GroupM

Externship Location: 498 Seventh Ave, New York, NY

Host Information: Alumnus/Alumna

Host’s Title: Managing Partner, Director of Human Resources

Departmental Function: Human Resources

Externship Description (Written by Host): Human Resources

Ideal Skills & Attributes for this Externship: Strong communication and interpersonal skills

Session Available: Session 1: January 8-12, Session 2: January 15-19

Length of the Experience: 5 days

Expected Attire: Business Casual

Special Workplace Considerations:

Number of Externships Offered: 1

This Experience Offers:

Notes from the Host:
Industry: Business- Media

Externship Number: 20

Employer: ESPN

Externship Location: 56 W. 66th St. New York City, NY-- Disney Way Across from ABC building

Host Information: Alumnus/Alumna

Host's Title: Director of Fan Support/Customer Service

Departmental Function: Media

Externship Description (Written by Host): Shadow the the Director who oversees all operational policy and performance standards of the ESPN fan community contact with ESPN, with a focus on online and mobile revenue-driving customer “touch-points” (web, phone, chat, email, social).

Ideal Skills & Attributes for this Externship: Passionate about Sports, Team Environment, Sophomore or Junior looking for a possible internship with ESPN in the future.

Session Available: Session 2: January 15-19

Length of the Experience: 2 days

Expected Attire: Business Casual

Special Workplace Considerations:

Number of Externships Offered: 1

This Experience Offers:

Notes from the Host: Student with Interest in this experience must submit a response to the following question:

How will sports content be delivered to your generation in the next 10 years?
Externship Number: 21

Employer: NBCUniversal

Externship Location: 30 Rockefeller Plaza, New York, NY 10112

Host Information: Alumus/Alumna

Host’s Title: SVP Human Resources

Departmental Function: Human Resources Management

Externship Description (Written by Host): During the externship at NBCUniversal, the student will have the opportunity to experience being part of a team of HR business partners, working closely with the technology, operations, finance and digital divisions of the company. The student will participate in key meetings, observe HR team member interactions with business leaders, attend project reviews, and meet & network with professionals in various HR disciplines (compensation, benefits, talent acquisition, etc.). In addition, the student will get to see first-hand how a media company like NBCUniversal works, how we deliver our content, how we make money, and will have the opportunity to see behind the scenes in our Rockefeller Center Studios.

Ideal Skills & Attributes for this Externship: Experience/Classes in Human Resources, interest in Media

Session Available: Session 2: January 16-20

Length of the Experience: 3 days

Expected Attire: Business Casual

Special Workplace Considerations: No

Number of Externships Offered: 1

This Experience Offers:

Notes from the Host:
Industry: Business- Media

Externship Number: 22

Employer: United Talent Agency

Externship Location: Los Angeles

Host Information: Employer

Host’s Title: Director

Departmental Function: Client Service

Externship Description (Written by Host): Students will learn the art of representation in the entertainment industry

Ideal Skills & Attributes for this Externship: Business of entertainment

Session Available: Session 2: January 15-19

Length of the Experience: 2 days

Expected Attire: Business Professional

Special Workplace Considerations:

Number of Externships Offered: 2

This Experience Offers:

Notes from the Host:
Externship Number: 23

Employer: Professional Mortgage Consultants

Externship Location: 401 Darlington Drive   West Chester, PA   19382

Host Information: Alumnus/Alumna

Host’s Title: Broker/Owner

Departmental Function: Mortgage Originations & Real Estate Sales

Externship Description (Written by Host): Learn the mechanics about buying real estate -- from mortgage prequalification to settlement.

Ideal Skills & Attributes for this Externship: Home Finance, credit, sales, self-motivation

Session Available: Session 1: January 8-12, Session 2: January 15-19

Length of the Experience: 5 days

Expected Attire: Business Casual

Special Workplace Considerations: No

Number of Externships Offered: 2

This Experience Offers:

Notes from the Host: Good opportunity to get an overview about residential real estate sales and financing to decide if this is a possible career path.
Extership Number: 24

Employer: Sackman Enterprises

Extership Location: 165 West 73rd street NY, NY 10023

Host Information: Alumnus/Alumna

Host's Title: Owner's Representative

Departmental Function: Construction - Real Estate Development

Extership Description (Written by Host): I work on the construction side of Sackman Enterprises as a Owner's Representative/ Construction Manager, the student(s) who choose to shadow me will learn about managing subcontractors, reading plans, tracking work, handling schedules, reading AIA contracts

Ideal Skills & Attributes for this Extership: A passion for building.

Session Available: Session 2: January 15-19

Length of the Experience: 3 days

Expected Attire: Jeans, no loose or baggy clothing

Special Workplace Considerations: For safety purposes Extern should spend some time online and complete an OSHA 10 course prior to Externship as well as fill out a waiver signature.

Number of Externships Offered: 1

This Experience Offers: Transportation

Notes from the Host: We will provide a weekly unlimited Metro card.
Externship Number: 25

Employer: Long & Foster Real Estate

Externship Location: 4601 Sangamore Road, Suite L1, Bethesda, MD 20816

Host Information: Parent

Host's Title: Real Estate Agent

Departmental Function: Residential real estate

Externship Description (Written by Host): See what it's like to work in a busy real estate office. Specifically, help a top-producing real estate agent put together a small video (iMovie) library on real estate-related topics

Ideal Skills & Attributes for this Externship: Social media, video creation, outgoing personality, work independently

Session Available: Session 1: January 8-12, Session 2: January 15-19

Length of the Experience: 10 days

Expected Attire: Business Casual

Special Workplace Considerations:

Number of Externships Offered: 1

This Experience Offers: Housing, Transportation

Notes from the Host: Intern must be comfortable around animals. I have three friendly Boxer dogs and occasionally bring my pet goat(s) to the office.
Externship Number: 26

Employer: Employee Navigator

Externship Location: 7979 Old Georgetown Road Suite #300 Bethesda, MD 20814

Host Information: Employer

Host’s Title: Corporate Recruiter

Departmental Function: Business Development

Externship Description (Written by Host): This opportunity will allow students to gain first hand experience into what it is like to work for a young SaaS company. We will expose them to all elements involved in our software company. They will experience how sales, marketing, development, product and management all work together to keep the company running.

Ideal Skills & Attributes for this Externship:

Session Available: Session 1: January 8-12, Session 2: January 15-19

Length of the Experience: 3 days

Expected Attire: Business Casual

Special Workplace Considerations:

Number of Externships Offered: 2

This Experience Offers:

Notes from the Host:
Externship Number: 27

Employer: JPMorgan

Externship Location: 383 Madison Avenue New York, NY 10179

Host Information: Alumnus/Alumna

Host’s Title: Executive Director

Departmental Function: Sales

Externship Description (Written by Host): High Yield Institutional Bond Sales and Trading

Ideal Skills & Attributes for this Externship: Interested in a career in finance

Session Available: Session 1: January 8-12, Session 2: January 15-19

Length of the Experience: 3 days

Expected Attire: Business Professional

Special Workplace Considerations: No

Number of Externships Offered: 2

This Experience Offers:

Notes from the Host:
Externship Number: 28

Employer: Schechner Lifson Corporation

Externship Location: 4 chatham road summit NJ 07901

Host Information: Alumnus/Alumna

Host’s Title: President

Departmental Function: sales

Externship Description (Written by Host): Client interaction and sales process of commercial insurance

Ideal Skills & Attributes for this Externship: ability to analyze and meet with people

Session Available: Session 1: January 8-12, Session 2: January 15-19

Length of the Experience: 5 days

Expected Attire: Business Casual

Special Workplace Considerations: none

Number of Externships Offered: 1

This Experience Offers: Housing, Transportation

Notes from the Host: I live in Wayne Nj and student can stay with us as we have room.
Externship Number: 29

Employer: PMA Companies

Externship Location: PMA Companies, 380 Sentry Parkway, Blue Bell, PA, 19422.

Host Information: Alumnus/Alumna

Host’s Title: Senior Vice President, Shared Services

Departmental Function: The delivery of services to internal and external clients.

Externship Description (Written by Host): PMA Companies provides workers’ compensation and casualty insurance, TPA and risk management solutions to large accounts throughout the US. We have an exciting opportunity at our headquarters for a Dickinson sophomore. During the assignment, the extern will prepare for and attend meetings with clients and brokers, spend a half-day at our customer service center in Allentown, PA, train with a large account underwriter and have the opportunity to conduct informational interviews with staff in specific interest areas.

Ideal Skills & Attributes for this Externship: The ideal candidate will have an interest in insurance or financial services, sales and/or customer service. Liberal Arts majors excel at our company because we place significant value on critical thinking, communication, collaboration, analytical and leadership skills.

Session Available: Session 2: January 15-19

Length of the Experience: 3 days

Expected Attire: Business Professional

Special Workplace Considerations:

Number of Externships Offered: 1

This Experience Offers:

Notes from the Host:
Charitable Non-Profit

Industry: Charitable Non-Profit

Externship Number: 30

Employer: WCG Foundation

Externship Location: 1057 Washita Ave NE, Atlanta, GA 30307

Host Information: Alumnus/Alumna

Host’s Title: Executive Director

Departmental Function: I am responsible for all functions of the organization.

Externship Description (Written by Host): The student would learn about the roles and responsibilities of an executive, about non profit, charitable work and observe all operations of the foundation.

Ideal Skills & Attributes for this Externship: Interest in public charities, research. The student should review our website for our priorities and determine whether they match his/her interests.

Session Available: Session 1: January 8-12, Session 2: January 15-19

Length of the Experience: 3 days

Expected Attire: Smart Casual

Special Workplace Considerations: The student would see what it is like to work remotely.

Number of Externships Offered: 1

This Experience Offers: Housing

Notes from the Host: The student is welcome to stay in our home.
Externship Number: 31

Employer: KaBOOM!

Externship Location: 4301 Connecticut Ave NW, Ste ML-1 • Washington, DC 20008

Host Information: Alumnus/Alumna

Host’s Title: Coordinator, Corporate Partnerships

Departmental Function: Revenue-drivers

Externship Description (Written by Host): KaBOOM! is a national non-profit that works to ensure all kids have access to the playful childhood they deserve. We partner with corporations and foundations to bring play to communities in need. KaBOOM! also collaborates with city officials and urban planners in our many initiatives, such as Play Everywhere, to turn everyday spaces like bus stops and train stations into PLAYces. The Corporate Partnerships team matches funding partners such as Delta and Target with these kids in need of areas to play. During this experience, you will learn how our teams collaborate and function - from the project managers to those prospecting new business. You will be able to get a better understanding for how organizational culture plays a role in the work we do. Additionally, you’ll observe the business and reporting aspect of the role.

Ideal Skills & Attributes for this Externship: Interest in non-profits and business, playful attitude

Session Available: Session 2: January 15-19

Length of the Experience: 5 days

Expected Attire: Smart Casual

Special Workplace Considerations:

Number of Externships Offered: 2

This Experience Offers: Housing

Notes from the Host:
Externship Number: 32

Employer: Bertis and Katherine Downs Educational Advocacy

Externship Location: The Lyceum, 553 Prince Avenue, Athens Georgia

Host Information: Parent

Host’s Title: Education Advocates

Departmental Function: Education Advocacy

Externship Description (Written by Host): Katherine and Bertis Downs, parents of Addie Downs ’19, are involved in public education policy at the local, statewide and national levels. We would welcome a Dickinsonian interested in teaching or some other aspect of public education to serve as a research extern in January of 2018— this could be for a few days or a couple of weeks. It would include some hands-on looks at some of the people and groups doing vital work in the school communities of Athens GA and perhaps some research projects on addressing the frequent disconnect between policies passed on high and realities of teaching and learning happening daily in the classrooms of our schools.

A couple of links will clue the prospective student into what to expect:

http://BertisDowns.com

http://wapo.st/1JTHJTF

Ideal Skills & Attributes for this Externship: writing/research/analysis, some coursework and affinity for equity and social justice issues implicated by delivery of public education in the US

Session Available: Session 1: January 8-12, Session 2: January 15-19

Length of the Experience: 5 days

Expected Attire: Smart Casual

Special Workplace Considerations: no

Number of Externships Offered: 2

This Experience Offers: Housing

Notes from the Host: the length of stay is subject to discussion-- we picked 5 days to be in the middle but it could be shorter or longer-- it depends!
Externship Number: 33

Employer: Pennsylvania Housing Finance Agency (PHFA)

Externship Location: 211 North Front Street, Harrisburg, PA 17101

Host Information: Alumnus/Alumna

Host’s Title: Senior Development Officer

Departmental Function: Development of Affordable Multifamily Housing

Externship Description (Written by Host): Financing and development of multifamily affordable housing throughout the Commonwealth of Pennsylvania.

Ideal Skills & Attributes for this Externship: Interested in community development and public policy and/or accounting and finance.

Session Available: Session 2: January 15-19

Length of the Experience: 5 days

Expected Attire: Business Casual

Special Workplace Considerations: No

Number of Externships Offered: 2

This Experience Offers: Housing, Transportation

Notes from the Host: We may be able to accommodate the student(s) with housing, if needed.
Externship Number: 34

Employer: Case Foundation

Externship Location: 1717 Rhode Island Ave NW, 7th Floor, Washington, DC 20036

Host Information: Alumnus/Alumna

Host’s Title: Vice President of Interactive Strategies

Departmental Function: Oversee and implement digital/interactive projects

Externship Description (Written by Host): The Case Foundation, created by digital pioneers Jean and Steve Case, is a diverse and dynamic institution by design. We create programs and invest in people and organizations that harness the best impulses of entrepreneurship, innovation, technology and collaboration to drive exponential impact. Our partners are changemakers with ideas that have transformative potential and can lead us to uncover new, more impactful ways of addressing chronic social challenges.

The Interactive Strategies team is integral to the success of the Case Foundation’s marketing and programmatic objectives. Externs will take part in brainstorms, sit in on strategic conversations, and see how the team works across the organization to produce innovative interactive experiences.

Ideal Skills & Attributes for this Externship: Externs should have a strong interest in digital media and interactive technologies; however a computer science major is not required.

Session Available: Session 1: January 8-12, Session 2: January 15-19

Length of the Experience: 2 days

Expected Attire: Business Casual

Special Workplace Considerations:

Number of Externships Offered: 2

This Experience Offers:

Notes from the Host:
Externship Number: 35

Employer: American Youth Policy Forum

Externship Location: 1200 18th St NW Suite 1200 Washington, DC 20036

Host Information: Colleague of an alumna

Host’s Title: Senior Policy Associate

Departmental Function: Policy analysis

Externship Description (Written by Host): AYPF is a nonprofit, nonpartisan professional development organization based in Washington, DC working to bridge the gap between research, practice, and policy. AYPF provides learning opportunities for individuals working on policy issues affecting youth at the national, state, and local levels. Participants in our learning activities include Congressional staff, Executive Branch aides, officers of professional and national associations, Washington-based state office staff, researchers, education and public affairs media, and state and local policy leaders including Governors’ education aides, chief state school officers, and state legislators. AYPF’s goal is to enable policymakers to be more effective in the development, enactment, and implementation of sound policies affecting our nation’s young people. We believe that knowing more about youth issues, both intellectually and experientially, will help them formulate policies that have a positive impact on youth.

Internships at AYPF are substantive in nature, and interns are integral members of our team. AYPF offers a variety of professional development opportunities, including participation in policy discussions and opportunities to learn about best practices in education and youth policy. Primary responsibilities include:

- Work with program staff to collect data for briefing papers, fact sheets, and publications.
- Research promising practices to help identify potential programs to highlight at AYPF learning events.
- Track and analyze effective youth policies and practices in states and districts.
- Collection of other information as needed.

Ideal Skills & Attributes for this Externship: Interested in education, public policy. Skills: highly organized, attention to detail, policy expertise (minimal), knowledge of education issues

Session Available: Session 2: January 15-19

Length of the Experience: 5 days

Expected Attire: Business Casual

Special Workplace Considerations:

Number of Externships Offered: 1

Notes from the Host:
Externship Number: 36

Employer: Big Brothers Big Sisters Independence Region (Philadelphia)

Externship Location: 123 S. Broad Street, Suite 1050, Philadelphia, PA 19143

Host Information: Alumnus/Alumna

Host’s Title: Manager, School Based Programs

Departmental Function: Creating and facilitating over 1,500 mentoring matches in the Philadelphia area

Externship Description (Written by Host): At Big Brothers Big Sisters, we match children facing adversity with one-to-one volunteer mentors. On the School Based team, we work with college volunteers and major corporations, matching them with at-risk youth in or near their neighborhoods.

Ideal Skills & Attributes for this Externship: Interest in working with young people, education, and/or the non-profit sector would all be beneficial.

Session Available: Session 1: January 8-12, Session 2: January 15-19

Length of the Experience: 5 days

Expected Attire: Business Casual

Special Workplace Considerations: We require criminal background checks for all employees and part-time volunteers. So we'd have to orchestrate these logistics ahead of time if the extern were to come in contact with any of our matches.

Number of Externships Offered: 1

This Experience Offers:

Notes from the Host:
Externship Number: 37

Employer: Temple Aliyah

Externship Location: Temple Aliyah, 1664 Central Ave, Needham, MA 02492

Host Information: Alumnus/Alumna

Host’s Title: Director of Youth Engagement

Departmental Function: Youth programming

Externship Description (Written by Host): If you are interested in working in religious life or the non-profit world, and like working with kids, come check out Temple Aliyah in Needham, MA. On Martin Luther King Day we will be doing a teen community service project, that you can join, and I can tell you a little more about what I do as a Youth Director. You’ll get a little taste of marketing, budgeting and planning events at a synagogue.

Ideal Skills & Attributes for this Externship: Interest in non-profits, synagogue life, or the Boston area

Session Available: Session 2: January 15-19

Length of the Experience: 2 days

Expected Attire: Smart Casual

Special Workplace Considerations:

Number of Externships Offered: 2

This Experience Offers:

Notes from the Host:
Education

Industry: Education- Higher Education

Externship Number: 38

Employer: Bucks County Community College

Externship Location: 275 Swamp Road, Newtown, PA 18940

Host Information: Alumnus/Alumna

Host's Title: Associate Professor, Instructional Technologies Librarian

Departmental Function: Library Services and Instructional Technologies

Externship Description (Written by Host): A wide variety of higher-ed tasks such as teaching in face-to-face and online modalities, evaluating and using instructional technology resources, participating in higher-ed governance, policy writing, and soft-skills such as networking with colleagues and customer service.

Ideal Skills & Attributes for this Externship: communication skills, leadership experience, interest in teaching and learning or library/information science

Session Available: Session 1: January 8-12, Session 2: January 15-19

Length of the Experience: 5 days

Expected Attire: Business Casual

Special Workplace Considerations: No

Number of Externships Offered: 2

This Experience Offers: Housing, Transportation

Notes from the Host:
Industry: Education- Higher Education

Externship Number: 39

Employer: Columbia University

Externship Location: 475 Riverside Drive, New York, NY 10027

Host Information: Alumnus/Alumna

Host’s Title: Entrepreneurship Program Manager

Departmental Function: We provide outreach programs and entrepreneurship opportunities to students at the School of Engineering at Columbia University.

Externship Description (Written by Host): We support students, faculty, and alumni (from SEAS and across the university) at all stages of innovation and entrepreneurship activities.

Ideal Skills & Attributes for this Externship: Experience in community development programs, student life, and overall interest in entrepreneurship and outreach programs.

Session Available: Session 2: January 15-19

Length of the Experience: 5 days

Expected Attire: Business Casual

Special Workplace Considerations:

Number of Externships Offered: 1

This Experience Offers:

Notes from the Host: An interest in startups, entrepreneurship and outreach is welcomed!
**Industry:** Education- Higher Education

**Externship Number:** 40

**Employer:** Drexel University

**Externship Location:** 3210 Chestnut Street, Suite 118 Philadelphia, PA 19104

**Host Information:** Alumnus/Alumna

**Host's Title:** Director of Operations

**Departmental Function:** Campus Services - Dining, Retail

**Externship Description (Written by Host):** The extern will be exposed to working with multiple groups of people, project management skills, and a different university environment. Drexel is on the quarter system, so the pace is very fast, and we are developing new initiatives. Where most students would be on a break during this period of time, Drexel students will be in class and the university will be in full operation.

**Ideal Skills & Attributes for this Externship:** Interest in a higher education environment, any student leadership experience would be relevant.

**Session Available:** Session 1: January 8-12, Session 2: January 15-19

**Length of the Experience:** 3 days

**Expected Attire:** Business Casual

**Special Workplace Considerations:** N/A

**Number of Externships Offered:** 1

**This Experience Offers:**

**Notes from the Host:**
Externship Number: 41

Employer: UMass Amherst

Externship Location: 140 governors drive amherst ma

Host Information: Alumnus/Alumna

Host’s Title: Director of Career Development

Departmental Function: Career Development

Externship Description (Written by Host): Computer Science, Career Development, Project Management

Ideal Skills & Attributes for this Externship: Willingness to learn

Session Available: Session 1: January 8-12, Session 2: January 15-19

Length of the Experience: 10 days

Expected Attire: Business Casual

Special Workplace Considerations:

Number of Externships Offered: 1

This Experience Offers:

Notes from the Host:
Externship Number: 42

Employer: Solebury School

Externship Location: 6832 Phillips Mill Road, New Hope PA 18938

Host Information: Alumnus/Alumna

Host’s Title: Director of Global Education

Departmental Function: Global Education

Externship Description (Written by Host): I organize and oversee our Global Education programs: Global Education Concentration, student exchanges with schools in Switzerland & Spain, student travel opportunities over breaks. In January I will mostly be preparing for our March spring break programs. I also co-lead a program called Teach2Serve and the Dickinson student would be more than welcome to sit in on that class or any other class he/she desires.

Ideal Skills & Attributes for this Externship: Education, Global Education, Event Planning,

Session Available: Session 1: January 8-12, Session 2: January 15-19

Length of the Experience: 4 days

Expected Attire: Smart Casual

Special Workplace Considerations:

Number of Externships Offered: 1

This Experience Offers: Housing, Transportation

Notes from the Host:
Externship Number: 43

Employer: Bedminster Township School

Externship Location: Bedminster School, 234 Somerville Road, Bedminster, NJ  07921

Host Information: Alumnus/Alumna, Parent

Host’s Title: Teacher of Social Studies / 7-8 Team Leader

Departmental Function: Teaching middle school social studies

Externship Description (Written by Host): I am a teacher of social studies in grades 7 and 8. In addition, I head the 7-8 team of teachers. In this role, I hold bi-weekly team meetings to discuss student and administrative issues and educational concerns. Students will learn how to implement lesson plans in the classroom, manage middle school students, and gain exposure into the administrative and legal challenges in contemporary education.

Ideal Skills & Attributes for this Externship: An interest in secondary school education

Session Available: Session 1: January 8-12, Session 2: January 15-19

Length of the Experience: 3 days

Expected Attire: Business Casual

Special Workplace Considerations: No

Number of Externships Offered: 1

This Experience Offers:

Notes from the Host:
Industry: Education- Primary

Externship Number: 44

Employer: Coventry, CT Board of Ed./Capt. Nathan Hale Middle School

Externship Location: 1776 Main St., Coventry, CT 06232

Host Information: Alumnus/Alumna

Host’s Title: French and Spanish teacher

Departmental Function: 7th and 8th grade World Language instruction

Externship Description (Written by Host): I teach 5 sections of language (2 Spanish and 3 French) at two different levels. I am a Team Leader for our Related Arts team and I mentor a Mandarin Chinese exchange teacher.

Ideal Skills & Attributes for this Externship: French and/or Spanish major or any interest in education

Session Available: Session 1: January 8-12, Session 2: January 15-19

Length of the Experience: 10 days

Expected Attire: Business Casual

Special Workplace Considerations:

Number of Externships Offered: 2

This Experience Offers:

Notes from the Host:
Industry: Education - Primary

Externship Number: 45

Employer: Upland Country Day School

Externship Location: 420 West Street Road, Kennett Square, PA 19348

Host Information: Alumnus/Alumna

Host's Title: Head of School

Departmental Function: Running a school

Externship Description (Written by Host): Teaching (prekindergarten-9th grade), fundraising, community relations.

Ideal Skills & Attributes for this Externship: Interest in a career in education or nonprofit

Session Available: Session 1: January 8-12, Session 2: January 15-19

Length of the Experience: 2 days

Expected Attire: Business Casual

Special Workplace Considerations:

Number of Externships Offered: 1

This Experience Offers:

Notes from the Host:
**Externship Number:** 46

**Employer:** Lehigh University

**Externship Location:** Lehigh University

641 Taylor Street

Bethlehem, PA 18015

**Host Information:** Alumnus/Alumna

**Host’s Title:** Head Women’s Basketball coach

**Departmental Function:** Athletics - coaching/leadership development/administration

**Externship Description (Written by Host):** Division I coaching, recruiting, and administrative responsibilities for women's basketball.

**Ideal Skills & Attributes for this Externship:** Likely someone who has been involved in collegiate athletics as a player or manager; passion for working with young adults; strong teaching and/or mentoring abilities.

**Session Available:** Session 1: January 8-12, Session 2: January 15-19

**Length of the Experience:** 8 days

**Expected Attire:** Business Casual

**Special Workplace Considerations:** No

**Number of Externships Offered:** 1

**This Experience Offers:**

**Notes from the Host:** If you have some thoughts about looking at a profession in intercollegiate athletics, this experience will provide you with an understanding of the daily responsibilities held by Division I collegiate coaches.
Industry: Education- International Education

Externship Number: 47

Employer: Universidad Andrés Bello (CHILE)

Externship Location: Mariano Sánchez Fontecilla 310, Piso 6, 7550296 Las Condes, Santiago, Chile

Host Information: Alumnus/Alumna

Host’s Title: International Programs Coordinator

Departmental Function: Study Abroad

Externship Description (Written by Host): The student will learn about working in study abroad, specifically the administrative side of coordinating a variety of types of study abroad and international programs, as well as experience the Chilean work culture.

Ideal Skills & Attributes for this Externship: The ideal extern would speak Spanish (conversational level or above), and have experience studying abroad. Majors with an international focus (International Business, International Studies, or similar) would also be beneficial.

Session Available: Session 1: January 8-12, Session 2: January 15-19

Length of the Experience: 10 days

Expected Attire: Business Casual

Special Workplace Considerations: Before arriving, students must provide us with proof of an insurance policy that will cover them during their stay in Chile, and a copy of their passport. The country and/or airline may require them to have at least 6 months validity on their passport at the time of arrival, and proof of their departure from Chile within 30 days of arrival (i.e. airline return ticket).

Number of Externships Offered: 2

This Experience Offers:

Notes from the Host: We also have an office at the República campus in Santiago (República 470) where the student may participate in activities. During this time period it is also possible that we will be hosting winter courses for groups of foreign students, which the studen
Industry: Education-Higher Education

Externship Number: 48

Employer: University of the West of Scotland

Externship Location: University of the West or Scotland, Paisley, United Kingdom

Host Information: Alumnus/Alumna

Host’s Title: Central Timetable Project Manager

Departmental Function: Enhancing the student experience

Externship Description (Written by Host): Opportunity to work with Americans based in Scotland in the University sector promoting and developing global education.

Ideal Skills & Attributes for this Externship: Project management, history, team leading, strategy, business development

Session Available: Session 1: January 8-12, Session 2: January 15-19

Length of the Experience: 10 days

Expected Attire: Business Casual

Special Workplace Considerations: It is in the UK

Number of Externships Offered: 1

This Experience Offers: Housing, Transportation

Notes from the Host:
Industry: Education-Special Education

Externship Number: 49

Employer: CA School for the Deaf

Externship Location: CA School for the Deaf, 39350 Gallaudet Dr, Fremont, CA 94538

Host Information: Alumnus/Alumna

Host’s Title: Work Readiness Program Coordinator

Departmental Function: Career Education

Externship Description (Written by Host): Fundamentals of Deaf Education, Career Development for Young Adults

Ideal Skills & Attributes for this Externship: Knowledge of, fluency or desire to learn American Sign Language, interest in social justice in education and careers for a cultural and linguistic minority

Session Available: Session 1: January 8-12, Session 2: January 15-19

Length of the Experience: 3 days

Expected Attire: Business Casual

Special Workplace Considerations: The majority of the staff and all of the students are Deaf, so at minimum, a curiosity about and a desire to learn ASL and become familiar with Deaf culture would be important.

Number of Externships Offered: 1

This Experience Offers: Transportation

Notes from the Host: Deaf Education is a field filled with passionate, driven professionals. At the forefront of our work constantly, you will see sociolinguistic, economic, cultural and political issues. Each of these domains affect and guide my work daily.
Government

Industry: Government- Economic Development

Externship Number: 50

Employer: Cumberland Area Economic Development Corporation

Externship Location: 53 W South Street, #1 Carlisle PA (in the lower level of Carlisle Borough Building)

Host Information: Employer

Host’s Title: COO

Departmental Function: We market Cumberland Valley as a tourist destination to promote visitation and we support business growth to ensure our citizens have a quality life with the least amount of tax burden

Externship Description (Written by Host): There are many tracks for exposure to the economic development arena. Because we are an agency that does both economic development and tourism promotion; students can be exposed to marketing activities, grant and loan programs, site selection, real estate redevelopment, community development and working with small downtown business merchants, strategic planning, public policy, advocacy.

Ideal Skills & Attributes for this Externship: Interest in marketing or economic or community development.

Session Available: Session 1: January 8-12, Session 2: January 15-19

Length of the Experience: 4 days

Expected Attire: Business Casual

Special Workplace Considerations: No.

Number of Externships Offered: 2

This Experience Offers:

Notes from the Host: We are a multi-faceted organization that although a non-profit by status, operates very much in an entrepreneurial fashion. Exposure through this lens will allow the student to better understand a "complete" community which includes, business, residents, government and visitors.
Externship Number: 51

Employer: City of Philadelphia

Externship Location: 1515 Arch St
18th floor
Philadelphia PA 19102

Host Information: Alumnus/Alumna

Host’s Title: Sr Energy Analyst

Departmental Function: Manage and monitor city owned building energy use, projects, and programming.

Externship Description (Written by Host): The Energy Office of the City of Philadelphia is housed within the Office of Sustainability. The Energy Office manages and monitors City owned building energy consumption and cost. The Office also assists departments with energy efficiency projects, conservation programs, and reporting. An externship with the Energy Office would present opportunity to understand how Sustainability functions as a value for a major City and how energy functions as a component of sustainability and resiliency. Data, communications, relationship buildings, research, and administrative functions are part of day to day tasks. Depending on the time of year, policy, council hearings, public outreach, community engagement, program development, and training may also be a component of the externship.

Ideal Skills & Attributes for this Externship: interest in energy, interest in data analytics, program implementation, sustainability or weather resiliency, city planning, energy markets, patience, communication skills

Session Available: Session 1: January 8-12, Session 2: January 15-19

Length of the Experience: 5 days

Expected Attire: Business Casual

Special Workplace Considerations: most of our work is visual: based in data online. Visual impairment would need to provide their own equipment to "see" the database. With enough notice, I may be able to procure equipment, but as of this writing, I have no access to equipment.

Number of Externships Offered: 1

This Experience Offers: Housing and Transportation Assistance

Notes from the Host: I can assist in recommendations to look for housing or which transportation to use to get to the office
Externship Number: 52

Employer: Fed Gvt - National Institute of Standards and Technology

Externship Location: 100 Bureau Drive Gaithersburg, MD 20899

Host Information: Alumnus/Alumna

Host’s Title: Program Manager for Public Safety Standards Coordination

Departmental Function: NIST promotes U.S. innovation and industrial competitiveness by advancing measurement science, standards, and technology in ways that enhance economic security and improve our quality of life. My office (Standards Coordination Office) cooperates with gove

Externship Description (Written by Host): What makes a kilogram a kilogram? How do we know security equipment is operating the same way across all airports in the US? Can turnout gear used by firefighters withstand high heat temperatures? Can an industry adopt standards instead of having regulations imposed on them? These are some of the questions that NIST answers through measurement science and standards development. NIST works with multiple federal agencies and standards developing organizations (e.g., National Fire Protection Association) that focus on technical standards for public safety and homeland security such as personal protective equipment, emergency vehicle designs and detection equipment. Students will receive an overview of standards development and the impact it has on federal agencies, industry, consumers and end-users at the domestic and international level. Depending on scheduling the students may be able to sit in on a standard development meeting. In addition, students will receive tours and speak with experts across many of the laboratories at NIST, as appropriate. Our disciplines cover many areas of physics, biology, chemistry, engineering and information technology. In addition, students will receive an overview of working in a federal agency including how we work with other agencies, the White House and Congress.

Ideal Skills & Attributes for this Externship: Students interest can vary – science degree tracks in Biology, Chemistry, Earth Science, Physics, Political Science, Policy Studies/Management, Business, Economics, Forensic Science, Pre-Engineering will be the most applicable, but not required. To get the most of out the experience at NIST, we welcome applicants willing to engage and ask questions about measurement science and standards development.

Session Available: Session 1: January 8-12, Session 2: January 15-19

Length of the Experience: 3 days

Expected Attire: Business Casual

Special Workplace Considerations: All students must have ID that meets REAL ID Act of 2005. Foreign nationals are welcome, but additional requirements are needed for entry and registration.

Number of Externships Offered: 2

Notes from the Host: I can tailor the schedule for each student so they get the most out of the experience. I checked both sets of dates because I am flexible with either week, however I can probably only commit to one week versus both.
Externship Number: 53

Employer: International Organization for Migration (UN Agency for Migration)

Externship Location: Rabat, Morocco

Host Information: Alumnus/Alumna

Host’s Title: Regional Project Coordinator

Departmental Function: Migration and Health, Health Governance and Diplomacy

Externship Description (Written by Host): I coordinate a regional migration and health project to support national governments and NGOs to respond to the influx of migrants and refugees. While the externship will take place in Morocco, the selected student will learn about the work of IOM across North Africa/Middle East including Morocco, Tunisia, Libya, Egypt and Yemen. While my work focuses on migrants health needs and building capacity of Ministries of Health, the selected student will have the chance to engaged with colleagues working on responding to humanitarian emergencies, resettling refugees, and migrant protection issues.

Ideal Skills & Attributes for this Externship: Migration, International Relations, French, Humanitarian and Development Studies

Session Available: Session 1: January 8-12, Session 2: January 15-19

Length of the Experience: 10 days

Expected Attire: Business Casual

Special Workplace Considerations: Student must be able to get themselves to and from Morocco

Number of Externships Offered: 1

This Experience Offers: Housing, Local Transportation

Notes from the Host:
Externship Number: 54

Employer: Arlington County Government

Externship Location: 4300 29th St S, Arlington, VA 22206

Host Information: Alumnus/Alumna

Host’s Title: Contracts Manager, Solid Waste Bureau

Departmental Function: The Solid Waste Bureau manages and develops trash and recycling services and opportunities for Arlington residents and businesses.

Externship Description (Written by Host): Students will learn about the many facets of recycling and sustainability in local government. In 2015, the Arlington County Board adopted a Zero Waste Resolution, setting a goal for a recycling rate of at least 90 percent by 2038. This is central to the Solid Waste Bureau’s activities to promote recycling and develop additional opportunities to reduce waste.

The Arlington County Solid Waste Bureau provides curbside trash, recycling, and yard waste collection to 33,000 residents; oversees recycling at County facilities; and operates the Earth Products Recycling Yard, which processes a variety of products for reuse in the County. Arlington County also requires businesses and multi-family properties to have recycling systems and staff conduct annual inspections to ensure compliance. Additionally, the Solid Waste Bureau creates outreach and educational materials to encourage good recycling behaviors among County residents, employees, and visitors.

Ideal Skills & Attributes for this Externship: Environmental science or studies majors, interest in sustainability/recycling

Session Available: Session 1: January 8-12, Session 2: January 15-19

Length of the Experience: 2 days

Expected Attire: Business Casual

Special Workplace Considerations:

Number of Externships Offered: 3

This Experience Offers:

Notes from the Host:
Externship Number: 55

Employer: Cumberland County Housing and Redevelopment Authorities

Externship Location: 114 N. Hanover Street, Carlisle, PA 17103

Host Information: Employer

Host’s Title: Executive Director

Departmental Function: Executive/Administration/Management

Externship Description (Written by Host): The student will be exposed to operations and management of a medium sized (50 FTE, $17 million annual budget) local government/non-profit entity involved in the provision of housing to low-income families, senior citizens and people with disabilities. In addition, the student will be exposed to county-wide efforts to redevelop and invigorate blighted properties.

Ideal Skills & Attributes for this Externship: Critical Thinking and Analysis

Session Available: Session 1: January 8-12

Length of the Experience: 2 days

Expected Attire: Business Casual

Special Workplace Considerations: Ability to climb stairs

Number of Externships Offered: 1

This Experience Offers:

Notes from the Host:
Externship Number: 56

Employer: State of Connecticut

Externship Location: 10 Franklin Square New Britain, Connecticut

Host Information: Parent

Host’s Title: Bureau Chief-Energy and Environmental Policy

Departmental Function: Advancing renewable energy addressing climate change

Externship Description (Written by Host): Government -Development of Energy and Environmental policy, development of new legislation, government relations, law and policy, utility regulation.

Ideal Skills & Attributes for this Externship: Environmental science, economics, pre-law, communications

Session Available: Session 1: January 8-12, Session 2: January 15-19

Length of the Experience: 5 days

Expected Attire: Business Professional

Special Workplace Considerations: No

Number of Externships Offered: 2

This Experience Offers: Housing, Transportation

Notes from the Host:
Healthcare

Industry: Healthcare - Surgery

Externship Number: 57

Employer: Affinity Medical Center

Externship Location: 875 8th Street NE, Massillon, OH 44614

Host Information: Alumnus/Alumna

Host’s Title: General Surgery Resident

Departmental Function: Chief Surgery Resident

Externship Description (Written by Host): The student will shadow a general surgery resident in a community hospital & Level III trauma center in northeastern Ohio. The student will learn about the daily activities of a general surgery resident including in-patient rounds, consultations, bedside procedures, and surgical procedures in the operating room. This will give the student a unique insight into medical residency, specifically in general surgery.

Ideal Skills & Attributes for this Externship: Major: Hard Sciences (biology, chemistry, biochemistry & molecular biology) & health studies

Interests: Medicine, General Surgery

Session Available: Session 1: January 8-12, Session 2: January 15-19

Length of the Experience: 5 days

Expected Attire: Business Professional

Special Workplace Considerations:

Number of Externships Offered: 1

This Experience Offers: Housing, Transportation

Notes from the Host:
Externship Number: 58

Employer: Ludwick Eye Center

Externship Location: 825 5th Ave. Chambersburg, PA 17201

Host Information: Parent

Host’s Title: Owner, Medical Director

Departmental Function: Medical/Health

Externship Description (Written by Host): Shadow a Eye Doctor

Ideal Skills & Attributes for this Externship: A desire to work in the medical field

Session Available: Session 2: January 15-19

Length of the Experience: 3 days

Expected Attire: Professional Business attire for clinic and scrubs for surgical observations

Special Workplace Considerations: Must have a current TB test to observe surgery

Number of Externships Offered: 1

This Experience Offers:

Notes from the Host:
Externship Number: 59

Employer: Matthew Frankel, MD

Externship Location: 135 South 19 St Philadelphia, PA

Host Information: Alumnus/Alumna

Host’s Title: MD

Departmental Function: Medical Doctor

Externship Description (Written by Host): Primary Care Medicine

Ideal Skills & Attributes for this Externship: Introduction to Healthcare

Session Available: Session 2: January 15-19

Length of the Experience: 3 days

Expected Attire: Business Casual

Special Workplace Considerations: No

Number of Externships Offered: 1

This Experience Offers:

Notes from the Host: None
Externship Number: 60

Employer: Mount Nittany Physician Group

Externship Location: 1850 East Park Avenue, State College, PA. 16803

Host Information: Alumnus/Alumna, Parent

Host’s Title: Cardiologist

Departmental Function: Cardiology

Externship Description (Written by Host): The student will observe and work side by side with me interacting and caring for cardiac patients in both the inpatient and outpatient settings.

Ideal Skills & Attributes for this Externship: Extern needs to be mature, kind, and compassionate.

Session Available: Session 1: January 8-12, Session 2: January 15-19

Length of the Experience: 5 days

Expected Attire: Business Casual

Special Workplace Considerations: Some patients may refuse to have an extern present during an evaluation.

Number of Externships Offered: 1

This Experience Offers:

Notes from the Host:
Externship Number: 61

Employer: Premier Orthopaedics

Externship Location: 1 Bartol Ave. Suite 100 Ridley Park, PA 19078

Host Information: Parent

Host’s Title: Orthopedic Surgeon

Departmental Function: Medical/Health

Externship Description (Written by Host): Shadow and Orthopedic Surgeon

Ideal Skills & Attributes for this Externship: Willingness to observe, listen and learn

Session Available: Session 1: January 8-12, Session 2: January 15-19

Length of the Experience: 4 days

Expected Attire: Business Professional

Special Workplace Considerations: No

Number of Externships Offered: 1

This Experience Offers:

Notes from the Host:
Industry: Healthcare-Pharmaceuticals

Externship Number: 62

Employer: World Congress

Externship Location: 500 W Cummings Park Drive, Woburn, MA, 01801

Host Information: Alumnus/Alumna

Host’s Title: Senior Conference Producer

Departmental Function: Conference Producing/ Qualitative Research

Externship Description (Written by Host): I produce conferences for the pharmaceutical and healthcare industry. Students will learn about the main challenges in the healthcare industry and how to conduct qualitative research. They will then apply that research to creating a 3 day educational event for senior level executives in the healthcare industry. They will learn how to organize educational events and resources, how to market them, and how to network with senior level executives.

Ideal Skills & Attributes for this Externship: Ability to be a strong communicator, an interest in the healthcare industry, and proficiency in word, power point and outlook

Session Available: Session 1: January 8-12, Session 2: January 15-19

Length of the Experience: 4 days

Expected Attire: Business Casual

Special Workplace Considerations: No

Number of Externships Offered: 2

This Experience Offers: Housing

Notes from the Host: Please visit www.worldcongress.com for further details
**Externship Number:** 63

**Employer:** Wellmore Behavioral Health

**Externship Location:** 402 east main street, Waterbury, ct 06702

**Host Information:** Alumnus/Alumna

**Host’s Title:** Director, Community Support Services

**Departmental Function:** child mental health

**Externship Description (Written by Host):** we provide children’s mental health and adult substance abuse services in a post-industrial urban setting. we could expose the student to a variety of different approaches to work with children, families and adults through shadowing, clinical rounds discussions, interviews with various professionals (micro/ macro/policy, psychiatry, nursing, social work, nonprofit management, etc)

**Ideal Skills & Attributes for this Externship:** interest in psychology, social work, mental health, substance abuse treatment; volunteer experience working with children, families, adults;

**Session Available:** Session 2: January 15-19

**Length of the Experience:** 3 days

**Expected Attire:** Business Casual (no high heels)

**Special Workplace Considerations:** not all buildings are handicapped accessible; student will need to sign confidentiality forms as they will hear client information in rounds and may be shadowing employees; access to a car during the experience would be helpful

**Number of Externships Offered:** 3

**This Experience Offers:**

**Notes from the Host:** we are willing to craft this experience to the interest of student(s)...we have a wide variety of professional disciplines and programs that demonstrate many approaches to clinical/therapeutic work. It's a great opportunity to learn more about non-profit
Externship Number: 64

Employer: Saini Orthodontics

Externship Location: 10776 Hickory Ridge Columbia, MD 20144

Host Information: Alumnus/Alumna

Host’s Title: Orthodontist

Departmental Function: Orthodontics

Externship Description (Written by Host): Patient Care

Ideal Skills & Attributes for this Externship: Interest in Health Sciences

Session Available: Session 1: January 8-12, Session 2: January 15-19

Length of the Experience: 2 days

Expected Attire: Business Casual

Special Workplace Considerations: None

Number of Externships Offered: 1

This Experience Offers:

Notes from the Host:
Externship Number: 65

Employer: Children's Hospital of Philadelphia

Externship Location: 3401 Civic Center Blvd, Philadelphia, PA 19104

Host Information: Alumnus/Alumna

Host’s Title: Social Worker

Departmental Function: Social Work

Externship Description (Written by Host): Member of interdisciplinary medical team, providing emotional support and linkage to resources to families of patients being treated in Oncology.

Ideal Skills & Attributes for this Externship: Sociology, volunteer experience, interest in working with children and families

Session Available: Session 1: January 8-12, Session 2: January 15-19

Length of the Experience: 2 days

Expected Attire: Business Casual

Special Workplace Considerations: Student must obtain background clearances and CHOP’s process for shadowing can be somewhat lengthy and cumbersome.

Number of Externships Offered: 1

This Experience Offers:

Notes from the Host:
Externship Number: 66

Employer: Cleveland Rape Crisis Center

Externship Location: 1228 Euclid Ave, Cleveland OH 44115

Host Information: Alumnus/Alumna

Host’s Title: Trauma Therapist

Departmental Function: Therapy and support for survivors of sexual trauma

Externship Description (Written by Host): My agency offers a wide variety of services to the community and to the survivors of sexual trauma. Due to confidentiality, the student would not be able to directly observe therapy sessions with clients. However, they would be able to speak directly to some of our staff about working in the filed of trauma and social justice. This could include but isn't necessarily limited to observing Trauma Therapists, Justice System Advocates, Education and Outreach Coordinators, and Resource Development. Because we have such a broad scope in our agency, the student would get a full picture of what makes an agency like ours run smoothly as well as the vast number of services the public needs in order to prevent sexual trauma and support survivors.

Ideal Skills & Attributes for this Externship: It would be helpful if the student had a passion for social change and justice. This can be embodied by any number of majors or interests - psychology, sociology, women's studies, pre-law, and many others. A student with a background in the liberal arts will do well in our agency because there are so many types of departments, all working together, all striving in separate ways to work towards our agency's mission of ending sexual violence.

Session Available: Session 1: January 8-12

Length of the Experience: 2 days

Expected Attire: Business Casual

Special Workplace Considerations: It is important that this student be familiar with the nature of trauma and the ongoing impact it can have on an individual's life. It's important that if this student has their own trauma history that they would be able to come to a place that promotes

Number of Externships Offered: 1

This Experience Offers: Housing, Transportation

Notes from the Host: If the student were able to obtain housing from another individual, that would be ideal. However, I'm happy to have them stay with me if no other housing is available. They should know, I'm a mother and will have a 16-month old baby.
Law

Externship Number: 67

Employer: Champion Law Office, LLC

Externship Location: 1 Irvine Row, Carlisle, PA 17013

Host Information: Friend of the College

Host’s Title: Owner

Departmental Function: Represent Clients in legal matters

Externship Description (Written by Host): Champion Law Office, LLC represents individuals, governmental agencies and corporate entities in a wide range of legal matters. Students will have the opportunity to observe law firm operations, client strategy sessions and possibly court appearances.

Ideal Skills & Attributes for this Externship: Students considering a career in law would benefit most from this experience.

Session Available: Session 2: January 15-19

Length of the Experience: 3 days

Expected Attire: Business Professional

Special Workplace Considerations:

Number of Externships Offered: 2

This Experience Offers:

Notes from the Host:
Industry: Law

Externship Number: 68

Employer: Dopf, P.C.

Externship Location: Dopf, PC, 440 Ninth Avenue, 16th Floor, New York, New York 10025

Host Information: Alumnus/Alumna

Host’s Title: Attorney

Departmental Function: Representing physicians and other health care providers

Externship Description (Written by Host): I am a trial lawyer representing physicians in malpractice cases. I also represent all health care providers in licensure issues with the State. The problems involve malpractice, sexual situations, drug addiction, felony convictions and other types of professional misconduct.

Ideal Skills & Attributes for this Externship: Not applicable.

Session Available: Session 1: January 8-12

Length of the Experience: 5 days

Expected Attire: Business Professional

Special Workplace Considerations: No.

Number of Externships Offered: 1

This Experience Offers:

Notes from the Host:
Externship Number: 69

Employer: Aldridge Attorney at Law

Externship Location: Media, PA

Host Information: Alumnus/Alumna

Host’s Title: Practicing Attorney

Departmental Function: Law

Externship Description (Written by Host): Shadowing the practice: Possibly of meeting and court appointments

Ideal Skills & Attributes for this Externship:

Session Available: Session 1: January 8-12, Session 2: January 15-19

Length of the Experience: 4 days

Expected Attire: Business Casual

Special Workplace Considerations:

Number of Externships Offered: 2

This Experience Offers:

Notes from the Host:
Externship Number: 70

Employer: Ambassador Advisors, LLC; Mitchell & Young, PLLC

Externship Location: 1755 Oregon Pike, Suite 100 Lancaster PA 17601

Host Information: Alumnus/Alumna

Host’s Title: Executive Vice President; Esquire

Departmental Function: Financial Planning; Estate Planning

Externship Description (Written by Host): Financial Planning; Estate Planning; Business Law

Ideal Skills & Attributes for this Externship: Business, Financial, or Law School interests

Session Available: Session 2: January 15-19

Length of the Experience: 3 days

Expected Attire: Business Professional

Special Workplace Considerations:

Number of Externships Offered: 1

This Experience Offers:

Notes from the Host: We have both a financial planning firm and a law firm that work in tandem to serve clients. The student will receive exposure to both firms.
Museum/Special Collections

Industry: Museum/Special Collections- Education

Externship Number: 71

Employer: Temple University Libraries

Externship Location: Paley Library, 1210 Polett Walk, Temple University, Philadelphia, PA 19122

Host Information: Alumnus/Alumna

Host’s Title: Director of Special Collections

Departmental Function: Other

Externship Description (Written by Host): Learn about the operations of a large academic research library’s archives and special collections department, including collection development and acquisition, exhibitions, public services, digitization, preservation, processing, and cataloging. Content includes history of Philadelphia region, counterculture, scifi, history of printing and the book. See library.temple.edu/scrc for additional information.

Ideal Skills & Attributes for this Externship: Major in history, art, languages, America Studies; interest in informational management, cultural institutions, exhibitions, teaching.

Session Available: Session 1: January 8-12, Session 2: January 15-19

Length of the Experience: 10 days

Expected Attire: Business Casual

Special Workplace Considerations: Some issues with mold/dust

Number of Externships Offered: 1

This Experience Offers:

Notes from the Host:
Externship Number: 72

Employer: National Gallery of Art

Externship Location: East Building at 4th and Constitution Ave. NW Washington, DC 20785

Host Information: Alumnus/Alumna

Host’s Title: Head of Adult Programs

Departmental Function: Other

Externship Description (Written by Host): Students will observe and shadow the work at the National Gallery of Art and do a project related to the industry.

Ideal Skills & Attributes for this Externship: Art History, Art, Public Speaking, History... open to all majors

Session Available: Session 1: January 8-12, Session 2: January 15-19

Length of the Experience: 3 days

Expected Attire: Business Casual

Special Workplace Considerations:

Number of Externships Offered: 2

This Experience Offers: Housing, Transportation

Notes from the Host: Housing and Transportation if needed
Externship Number: 73

Employer: Biotechnology Innovation Organization (BIO)

Externship Location: 1201 Maryland Ave., SW Washington, DC 20024

Host Information: Alumnus/Alumna

Host’s Title: President and CEO

Departmental Function: We are the national trade association representing @ 1,000 companies

Externship Description (Written by Host): We provide advocacy, policy and convening services to the industry.

Ideal Skills & Attributes for this Externship: Interest in biotechnology

Session Available: Session 1: January 8-12, Session 2: January 15-19

Length of the Experience: 5 days

Expected Attire: Business Casual

Special Workplace Considerations: No

Number of Externships Offered: 1

This Experience Offers:

Notes from the Host:
Externship Number: 74

Employer: Morphotek Inc.

Externship Location: Exton, PA

Host Information: Alumnus/Alumna

Host’s Title: Researcher in Biochemistry Discovery Group

Departmental Function: Discovery of new antibody/ADC candidates

Externship Description (Written by Host): Research on antibodies and antibody drug conjugates for the treatment of cancer. Choosing lead antibodies and ADC candidates by HPLC analysis, mass spectrophotometry, and various assays.

Ideal Skills & Attributes for this Externship: Basic lab skills, interest in research/working in a laboratory setting

Session Available: Session 2: January 15-19

Length of the Experience: 5 days

Expected Attire: Smart Casual

Special Workplace Considerations: No

Number of Externships Offered: 2

This Experience Offers:

Notes from the Host:
Externship Number: 75

Employer: The Nature Conservancy

Externship Location: 99 Bedford Street, 5th Floor Boston MA 02111

Host Information: Friend of the College

Host’s Title: Volunteer Program Manager

Departmental Function: Environmental/Conservation

Externship Description (Written by Host): The Nature Conservancy is the world's leading conservation organization working in all 50 states and over 70 countries around the world to protect ecologically important lands and waters for nature and people. Our hallmarks are a science-based, non-confrontational approach that allows to work with a wide range of partners to achieve our ambitious conservation goals. In addition, we have the support of more than one million constituent who give time and money to advance our mission. At the Conservancy, our conservation teams in land, water, climate, and urban carry out on-the-ground and in-the-water projects while being backed up by operations, development, marketing, legal, and external affairs staff. Externship students can expect to get insight into all of this work and more.

Ideal Skills & Attributes for this Externship: Students would benefit most if they are interested in environmental studies, conservation work, or nonprofits in general

Session Available: Session 1: January 8-12

Length of the Experience: 2 days

Expected Attire: Field Clothes and Business Casual

Special Workplace Considerations: no

Number of Externships Offered: 2

This Experience Offers:

Notes from the Host:
Externship Number: 76

Employer: Franklin Street Works

Externship Location: 41 Franklin Street, Stamford, CT 06901

Host Information: Parent

Host’s Title: Executive Director

Departmental Function: Fundraising and development

Externship Description (Written by Host): This extern will assist the Executive Director with administrative duties related to fundraising and communications. Extern will updated donor database, manage and update Franklin Street Works’ café social media (facebook and Instagram), assist in researching funding sources, write select sections of grant proposals and help develop campaigns for Annual Fund and Giving Day. In addition, extern will assist staff with local marketing outreach efforts and program research.

Franklin Street Works is a not-for-profit contemporary art space and café located in downtown Stamford, Connecticut. It produces nationally recognized exhibitions and related educational programming. The intern will gain an intimate working knowledge of how a small non-profit operates as well as insight into the world of contemporary art.

Ideal Skills & Attributes for this Externship: Applicant should have good written and verbal communication skills, interest in contemporary art, and willingness to assist with our donor database, NEON, and social media platforms. We love interns who are independent, creative, self-starters and who are tech savvy.

Session Available: Session 1: January 8-12, Session 2: January 15-19

Length of the Experience: 10 days

Expected Attire: Smart Casual

Special Workplace Considerations:

Number of Externships Offered: 1

This Experience Offers:

Notes from the Host: We offer interns complimentary lunch at our cafe.
**Externship Number: 77**

**Employer:** Lynne Reznick Photography

**Externship Location:** 80 Florida St, Apt 6, Dorchester, MA 02124

**Host Information:** Alumnus/Alumna

**Host’s Title:** Owner/Photographer

**Departmental Function:** Run all aspects of business and create, edit, and deliver images to clients

**Externship Description (Written by Host):** Learn what it's really like to be a small business owner - specifically a wedding photographer! Get a behind-the-scenes look at managing all aspects of a creative business from marketing and engaging clients through email and social media, to managing the client experience, to developing an efficient workflow for producing, editing, and delivering work consistently. As well as the super glamorous side of the business: managing the finances, becoming legit in the eyes of the law, and paying taxes. Students will also have a chance to further their skills as photographers using pro gear and lighting setups.

**Ideal Skills & Attributes for this Externship:** An interest in owning a creative business or digital photography specifically. Adeptness with social media platforms and Adobe Lightroom and Photoshop would be helpful. Strong written and verbal communication skills a must.

**Session Available:** Session 1: January 8-12

**Length of the Experience:** 5 days

**Expected Attire:** Smart Casual

**Special Workplace Considerations:** Must be comfortable working in a home office environment

**Number of Externships Offered:** 2

**This Experience Offers:**

**Notes from the Host:** I'm a sole proprietor and currently work out of my home. As long as that is not a problem, I'd love to introduce eager students to the various challenges and rewards of running their own creative business!
Externship Number: 78

Employer: Ensemble Studio Theatre

Externship Location: 545 West 52nd Street, 2nd Floor, New York, NY 10019

Host Information: Alumnus/Alumna

Host's Title: Development Manager

Departmental Function: Fundraising

Externship Description (Written by Host): As Development Manager I am responsible for raising the funds necessary to operate a nearly fifty year old Off-Off-Broadway developmental theater with an annual budget of $1.8 million. This includes writing grant proposals and applications, planning and executing special events such as galas, and working with patrons to solicit donations and to show them the impact of their support. Students will have the opportunity to attend a weekly staff meeting, tour the theater, sit-in on rehearsals for an upcoming production, and meet with other administrative staff of the theater. They will learn about the structure of non-profit organizations and New York City theaters, the process of finding and securing grants, the various "buckets" of fundraising, the use of a CRM database, and the collaborative relationship between development and marketing.

Ideal Skills & Attributes for this Externship: Writing skills; social skills, including the ability to easily and immediately make connections; organization and task-management skills; interests in non-profit work, the arts, theater, business, marketing, or communications

Session Available: Session 2: January 15-19

Length of the Experience: 3 days

Expected Attire: Smart Casual

Special Workplace Considerations:

Number of Externships Offered: 2

This Experience Offers:

Notes from the Host:
Industry: The Arts-Studio

Externship Number: 79

Employer: Flying Farmhouse Arts Resource Company

Externship Location: 5226 Byerly Road, Upperco, MD 21155

Host Information: Parents

Host’s Title: Co-Owner

Departmental Function: Studio Art

Externship Description (Written by Host): We are a husband and wife team of freelance artists who have worked for 30+ years in visual art, music, writing, and puppetry (currently stop-motion animation) out of two active studios in our home. In addition, Alden (the husband half of the team) is represented by Young Audiences of Maryland, performing and teaching parody songwriting in elementary schools throughout MD, VA, PA, and NJ. Our January schedule is not yet set, but current and projected projects include shooting and launching a new animation short, working with a client on a proposal and presentation for the MD Historical Society, working with the Columbia Candlelight Concert series to prepare for & stage manage a performance of So Percussion on 1/20, and marketing limited edition artworks to accompany a stop-motion piece that we premiered with the Poulenc Trio at the National Gallery of Art in May. A student externing with us will have the opportunity to work with us in the studios, sit in on planning meetings & any client meetings we have during that time, accompany Alden to school shows & residencies, and generally experience the versatility, creativity, long hours, & "thinking on your feet" required to earn a living as a freelance artist. Also introductions to the staff at Young Audiences (Baltimore City) and the Candlelight Concert Series (Columbia, MD) which are both potential internship opportunities.

Ideal Skills & Attributes for this Externship: Art, Music, Creative Entrepreneurs, Students interested in education. Students willing to be hands-on, ask a lot of questions, and think out-of-the-box will get the most out of this experience!

Session Available: Session 1: January 8-12, Session 2: January 15-19

Length of the Experience: 10 days

Expected Attire: Primarily studio work clothes, but office casual for meetings with clients or trips

Special Workplace Considerations: We work in our home which is an old farmhouse located in a rural area and not handicapped accessible. No smoking please!

Number of Externships Offered: 2

This Experience Offers: Housing

Notes from the Host: The Flying Farmhouse tagline is "Living life with art" and that's exactly what we do - our house and studios are lively with creative people, projects, & ideas, usually accompanied by homemade food. The housing we have to offer is the guestroom in our home.