

# Dickinson

# 2020

## Winter Break Externship Program

### Externships

Explore Careers ~ Gain Experience ~ Build Relationships

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.

### Application Deadline

Wednesday, November 20, 2019

application info at  
[www.dickinson.edu/externships](http://www.dickinson.edu/externships)



## Winter Break Externship Listings January 6-17, 2020

Center for Advising, Internships & Lifelong Career Development

# 99 Individual Hosts

## Sample Extern Schedule

### DAY 1

- Student arrival and introductions
- Tour of workplace
- Shadow host, learn about typical job
- Lunch with host and other alumni or colleagues
- Observe client meeting, court proceeding, medical procedure
- Shadow other alumnus or colleague at the organization
- Wrap-up with host, time for Q & A

### DAY 2

- Student arrival
- Shadow entry-level positions
- Meet with HR to learn about internship opportunities
- Lunch with host and their team
- Observe client meeting, court proceeding, medical procedure
- Learn about host's career path
- Wrap-up with host, time for Q&A

### DAY 3

- Student arrival
- Informational interview with colleague in interest area
- Project work
- Lunch
- Informational interview with colleague in interest area
- Project work
- Wrap-up with host and project feedback



**156** Opportunities  
Externships



## 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 standing.

# Program Timeline

Explore Careers ~ Gain Experience ~ Build Relationships

Key Dates	
Nov 4, 2019	The Center for Advising, Internships & Lifelong Career Development posts externship descriptions in Handshake and starts promoting the opportunities to students
Nov 20, 2019	Deadline for student resumes to be submitted via Handshake and preferences submitted via online application
Nov 26-Dec 1, 2019	Emails informing hosts and students of an externship match or no match are sent
Nov 30-Dec 15, 2019	Hosts and students connect to finalize externship details and schedule
Jan 6-17, 2020	Time for externs to be on site at Host organizations

## 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 by 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?

Yes-Dickinson is committed to making externships available to all students. Financial assistance for travel, commuting and housing expenses is available to students with demonstrated financial need, as determined by the Office of Financial Aid. Students will receive a stipend based on expected expenses, with a maximum of \$250 available per student. Applications for financial aid will be available once matching takes place and must be turned in 48 hours after matching. If participation in the externship is contingent upon financial aid, please see Annie Kondas in the The Center for Advising, Internships & Lifelong Career Development.

# Application & Matching Process

1

Fill out the Externship Application/Preference Form on the Center for Advising, Internship & Lifelong Career Development Website

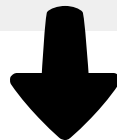
Application includes the following:

- Externship preference form. (Students should preference at least 2 externship sites of interest). Students can preference 3 sites at the most.
- Demographic and application information
- Short essay on why you made the choices you did



2

Upload your most updated resume to Handshake



3

In Handshake search for the job titled "Dickinson Externship Program" and submit your resume to that job



4

Students will be matched by the Center for Advising, Internships & Lifelong Career Development. Unmatched students will be encouraged to consider open externships.

**Externship Number: 1**

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**Industry:** Business  
**Department Function:** Finance

**Organization:** Bank of America Merrill Lynch

**Externship Location:** New York, NY

**Host Information:** Alumnus/Alumna

**Host's Title:** Short Rates Trader

**Organization Website:** [www.bankofamerica.com](http://www.bankofamerica.com)

**About the Organization:** The Bank of America Corporation is an American multinational investment bank and financial services company based in Charlotte, North Carolina with central hubs in New York City, London, Hong Kong, and Toronto.

- Bank of America is the second largest banking institution in the United States, after JP Morgan Chase.
- As a part of the Big Four, it services approximately 10.73% of all American bank deposits, in direct competition with Citigroup, Wells Fargo, and JPMorgan Chase.
- Its primary financial services revolve around commercial banking, wealth management, and investment banking.

**About the Externship:** The Short Term Rates desk lies within the Global Fixed Income Securities department of Bank of America Merrill Lynch, in the New York office. The student will sit directly on the trading desk, not only experiencing the atmosphere of a trading floor, but learning about the various products which are traded off the desk (Repo, Agencies, Treasuries, Commercial Paper, and Interest Rate Products) while becoming familiar with the difference between the buy-side and the sell-side.

**Length of the Experience:** 1 day

**Expected Attire:** Business Casual (Dress slacks/shirt)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** Interest in business, particularly the sell-side. Enthusiasm and confidence to ask questions about unknown topics. Strong work ethic.

**Number of Externships Offered:** 1

**Eligible Class Years:** Junior;Senior;

**This Experience Offers Housing/Transportation:** None

**Externship Number: 2**

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**Industry:** Business  
**Department Function:** Career transition

**Organization:** The Entrepreneur Option  
**Externship Location:** Bryn Mawr, PA  
**Host Information:** Alumnus/Alumna  
**Host's Title:** Manager

**Organization Website:** [theentrepreneuroption.com](http://theentrepreneuroption.com)

**About the Organization:** Three different businesses:

- Coaching for people who want to purchase a franchise
- In-home assistance/care for older adults who have had a health set-back
- Clean and repair tile and grout

**About the Externship:** Accompanying us and observing us coaching businesses owners and aspiring business owners, making sales calls, as well as internal office work. A

**Length of the Experience:** 2 days

**Expected Attire:** Smart Casual (Dress jeans/sweater)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** Curiosity about small business operation

**Number of Externships Offered:** 1

**Eligible Class Years:** Junior;Senior;

**This Experience Offers Housing/Transportation:** Housing

**Externship Number: 3**

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**Industry:** Business

**Department Function:** Information Technology/Strategy/Marketing

**Organization:** Mrs. T's Pierogies

**Externship Location:** Shenandoah, PA

**Host Information:** Alumnus/Alumna

**Host's Title:** IT Director/Chief Strategy Officer

**Organization Website:** [www.pierogies.com](http://www.pierogies.com)

**About the Organization:** Founded in 1952 and located in Shenandoah, PA., Ateco Inc. is a family owned consumer products company that manufactures and distributes a frozen polish pasta specialty food called a pierogy under the brand name "Mrs. T's Pierogies".

**About the Externship:** I am the Director of Information Systems and Technology and I champion all information technology strategies by managing staff, researching, and implementing strategic solutions through technology. In addition, I am the Chief Strategy Officer for our Executive Team called the Operating Management Team. Because I work in depth with all areas of the business, the student will have an opportunity to observe IT, Finance, HR, Sales & Marketing, and Operations at a food manufacturing company. We can discuss leadership, strategy development, solving business problem, and general marketing principles at a family owned business.

**Length of the Experience:** 2 days

**Expected Attire:** Business Casual (Dress slacks/shirt)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** Desire to learn more about leadership, strategy development, solving business problem, and general marketing principles at a family owned business.

**Number of Externships Offered:** 2

**Eligible Class Years:** Sophomore;Junior;Senior;

**This Experience Offers Housing/Transportation:** None

**Externship Number: 4**

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**Industry:** Business

**Department Function:** Sales & Marketing

**Organization:** Employee Navigator

**Externship Location:** Bethesda, Maryland

**Host Information:** Alumnus/Alumna

**Host's Title:** Regional Sales Manager

**Organization Website:** <https://www.employeenavigator.com/>

**About the Organization:** Employee Navigator is a Software as a Service (SaaS) company providing employee benefits and HR software solutions for the largest names in the insurance industry. Our customizable and intuitive platform streamlines management of everything from online enrollment to new hire onboarding, ACA reporting and time-off tracking, saving time while reducing paperwork. We are a privately owned company that is thriving due to our innovative approach to our market sector.

**About the Externship:** In this role, you will shadow, research and learn about how the sales and marketing processes work in a software company. This includes market research and analysis, sales processes, and influencing the customer.

**Length of the Experience:** 10 days

**Expected Attire:** Smart Casual (Dress jeans/sweater)

**F-1 Visa Eligibility:** My externship will include student participation beyond shadowing; therefore, international students with F1 visas should not apply.

**Skills & Attributes beneficial for student to possess:** Anyone with good interpersonal skills who is looking to work in marketing, sales, client communications, and/or business development would benefit from this externship opportunity.

**Number of Externships Offered:** 1

**Eligible Class Years:** Senior;

**This Experience Offers Housing/Transportation:** None



**Externship Number: 5**

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**Industry:** Business

**Department Function:** Insurance and Risk Management

**Organization:** PMA Companies

**Externship Location:** Blue Bell, PA

**Host Information:** Alumnus/Alumna

**Host's Title:** Senior Vice President, Shared Services

**Organization Website:** [pmacompanies.com](http://pmacompanies.com)

**About the Organization:** PMA Companies provides commercial insurance and risk management solutions in the United States. We specialize in workers' compensation and casualty insurance distributed through national, regional and local brokers and agents. Headquartered in Blue Bell, PA, we have over a century of business experience and 1,400 employees. Our aspiration is to be the premier provider of workers' compensation & casualty insurance and TPA services for large accounts.

PMA Companies is part of the Old Republic General Insurance Group, the largest business segment within Old Republic International (ORI)—a Fortune 500 company and one of the nation's 50 largest publicly held insurance organizations.

**About the Externship:** PMA Companies provides workers' compensation and casualty insurance and 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, train with a large account underwriter and have the opportunity to conduct informational interviews with staff and executives in specific interest areas.

**Length of the Experience:** 3 days

**Expected Attire:** Business Casual (Dress slacks/shirt)

**F-1 Visa Eligibility:** My externship will include student participation beyond shadowing; therefore, international students with F1 visas should not apply.

**Skills & Attributes beneficial for student to possess:** 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.

**Number of Externships Offered:** 1

**Eligible Class Years:** Sophomore; Junior;

**This Experience Offers Housing/Transportation:** None

**Externship Number: 6**

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**Industry:** Business  
**Department Function:** Operations

**Organization:** STS VIP Helicopter Services  
**Externship Location:** Creedmoor, TX  
**Host Information:** Alumnus/Alumna  
**Host's Title:** Director of Operations

**Organization Website:** <http://www.stsvip.com/>

**About the Organization:** STS VIP Helicopter Services is an Austin, Texas based, full Part-135 Air Carrier that owns and operates a Bell 206L3. The aircraft comfortably seats five passengers. Part-135 is a significant differentiator and means that we adhere to the same safety, maintenance, and training standards as the airlines. We deliver an absolutely top tier service....

**About the Externship:** Provide direct operational control over rotary wing assets and personnel conducting complex operations

**Length of the Experience:** 2 days

**Expected Attire:** Smart Casual (Dress jeans/sweater)

**F-1 Visa Eligibility:** My externship will include student participation beyond shadowing; therefore, international students with F1 visas should not apply.

**Skills & Attributes beneficial for student to possess:** - Lead marketing communication strategies with multiple ad agencies, PR firms, consultants, social media engagement, State and local government, joint venture partners, and other external resources

- Exercise independent discretion and judgment in implementation of business development methods and mediums for promoting and expanding current and future business opportunities for the company

- Conduct marketing research and economic analysis to ensure focused investments are cost-beneficial and risk adverse

- Recruit, train, and coach new pilots to fly safely, provide customer service excellence, and strategically position the company for continued business with clients

**Number of Externships Offered:** 1

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** Transportation

**Externship Number: 7**

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**Industry:** Business

**Department Function:** Provision of logistics services for projects (power, industrial) mostly in Vietnam and Laos, Cambodia.

**Organization:** Tagi Logistics Co., Ltd.

**Externship Location:** Hochiminh, Vietnam (must be living in Vietnam over winter break to participate)

**Host Information:** Parents

**Host's Title:** Director

**Organization Website:** [www.tagi.com.vn](http://www.tagi.com.vn) (under renovation and be ready by end of October 2019)

**About the Organization:** - We are a small and 12 year old logistics company having around 60 staff.

- We work for projects and typical ones are thermal power, windpower, solar power and petrochemical.

- Besides office at HCMC, our workplaces are at different project sites located mostly at rural areas of Vietnam, Laos and Cambodia.

**About the Externship:** Our job involves with importation and transport of the equipment for various projects from suppliers' places to sites, and installation work as well. We hope the student can have a general view on how to process work from trade terms, customs regulations to applying technical calculations in our job. Besides if interested the student can go to some specific issue, for example how to build a windfarm. And last, chances for staying and experiencing life in rural areas if interested in it.

**Length of the Experience:** 5 days

**Expected Attire:** Smart Casual (Dress jeans/sweater)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** I am thinking about some such as negotiation skills in sales activities / experiences with physical works and technical issues at project sites / knowledge about the transportation matter of Vietnam, Laos and Cambodia / and a glance on the development of S.E.Asia countries like Vietnam.

**Number of Externships Offered:** 1

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** Housing

**Externship Number: 8**

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**Industry:** Business  
**Department Function:** Sales and Trading

**Organization:** JP Morgan  
**Externship Location:** NY, NY  
**Host Information:** Alumnus/Alumna  
**Host's Title:** Executive Director

**Organization Website:** <https://www.jpmorgan.com>

**About the Organization:** JPMorgan Chase & Co. is an American multinational investment bank and financial services holding company headquartered in New York City. JPMorgan Chase is ranked by S&P Global as the largest bank in the United States and the sixth largest bank in the world by total assets, with total assets of US\$2.73 trillion. It is also the world's most valuable bank by market capitalization.

**About the Externship:** Institutional High Yield Bond trading

**Length of the Experience:** 2 days

**Expected Attire:** Business Professional (Suit)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** an interest in finance, a general understanding of the difference between debt and equity

**Number of Externships Offered:** 3

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** None

**Externship Number: 9**

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**Industry:** Business

**Department Function:** CEO of the above 3 companies

**Organization:** Madison Polymeric Engineering

**Externship Location:** Guilford, CT

**Host Information:** Parents

**Host's Title:** CEO

**Organization Website:** Madpoly.com; cygnusMedical.com; Moldedpulpengineerinf.com

**About the Organization:** MPE. Manufactures of foam plastic products for packaging and medical products.: Cygnus Medical- inventor/designer and distributor of MD products. Molded Pulp Engineering- designer and distributor of molded pulp products for packaging, Medical and Food service industries.

**About the Externship:** This paragraph, I would like to defer until I talk with one of your coordinators.

**Length of the Experience:** 10 days

**Expected Attire:** Business Casual (Dress slacks/shirt)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** My selfish interest in this experience is to share this experience with a Chinese speaking person who also speaks English. My son Angus, ( Dickenson Grad), married Tingxiao Zhang Also a Dickenson Grad from China. My wife is working on her Mandarin language skills and would enjoy expanding her conversational skills as an quid Pro Quo.... My businesses a boring slug is out design and make companies.... I could offer a variety of experiences within the organization... with a different person each day or so... I am not sure what they Would learn... but as I think about it, 4-5 days is better. Students can travel to and fro Carlisle via trains that connect thru NYC...

**Number of Externships Offered:** 2

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** Transportation

**Externship Number: 10**

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**Industry:** Business

**Department Function:** Operations - administration and day-to-day operations

**Organization:** York County Economic Alliance

**Externship Location:** York, Pa

**Host Information:** Alumnus/Alumna

**Host's Title:** Manager, Administration

**Organization Website:** [www.yceapa.org](http://www.yceapa.org)

**About the Organization:** The York County Economic Alliance -- We Make Things Happen

- We are the county's primary business resource for facilitating expansion, funding, redevelopment, networking, business-to-business promotion, advocacy and workforce development among many other services.
- Together we lead with a common vision of prosperity. The Alliance sparks community growth by helping identify, prioritize and implement life-changing economic development opportunities. We recruit and assist companies relocating to York County.
- The Economic Alliance connects local businesses to information and programs that nourish prosperity. We provide networking opportunities to magnify relationships and offer programs for professional and workforce development and professional recognition ... enhancing our connection with each other and with our communities.
- At the Economic Alliance we advocate as the collective voice of pro-business policy and community efforts of all shapes and sizes in and around York County. Together our voice becomes a powerful tool in helping to transform our companies, our communities and our quality of life.

**About the Externship:** I am the manager of administration/chief of staff to the CEO/President. I administer several Boards and related entities that the YCEA staffs. Job shadowing with me would enable a student to learn first-hand what goes on behind the scenes to make business, redevelopment, growth, manufacturing, and so much more happen. We work every day with site selectors who are looking to relocate major national businesses to York County.

**Length of the Experience:** 1 day

**Expected Attire:** Business Casual (Dress slacks/shirt)

**F-1 Visa Eligibility:** My externship will include student participation beyond shadowing; therefore, international students with F1 visas should not apply.

**Skills & Attributes beneficial for student to possess:** Majors in Economics, IB&M, Political Science, Policy Studies would be most beneficial. Student leaders with experience in collaborative work would be helpful.

**Number of Externships Offered:** 2

**Eligible Class Years:** Junior;Senior;

**This Experience Offers Housing/Transportation:** None

**Externship Number: 11**

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**Industry:** Business  
**Department Function:** Management

**Organization:** Hillsborough Street Community Service Corporation  
**Externship Location:** Raleigh, NC  
**Host Information:** Alumnus/Alumna  
**Host's Title:** President and CEO

**Organization Website:** <https://www.hillsboroughstreet.org>

**About the Organization:** The Corporation's mission is to make the Hillsborough Street community a distinct destination in Raleigh by providing services and programs that improve the economic sustainability of the territory's businesses and increase the market value of its properties. HSCSC annually provides a range of services and programs that help to make the Hillsborough Street community a better place to live, work, play, shop, dine, learn and visit, including: cleaning, security, beautification, marketing and communications, economic development, special events and tourism, planning and advocacy, parking and transportation, research, arts and community.

**About the Externship:** As the CEO I am responsible for the effective operation of the Corporation, its staff, programming and finances. In any given week I am working on improving the delivery of our programs and services, managing our team, engaging with our stakeholders on projects which include merchants, property owners, residents, elected officials, policy makers, our Board members and volunteers, NC State University officials and visitors to our community. An extern can anticipate participating with me throughout the day as I navigate my projects and activities.

**Length of the Experience:** 5 days

**Expected Attire:** Smart Casual (Dress jeans/sweater)

**F-1 Visa Eligibility:** My externship will include student participation beyond shadowing; therefore, international students with F1 visas should not apply.

**Skills & Attributes beneficial for student to possess:** We are a community development organization, skills needed for our organization include: communications (written, verbal, social and interpersonal), computer, Google tools and social media skills, self motivation, independent and team work and organization. We focus on business and economic development, urban planning, marketing, events, government and finance.

**Number of Externships Offered:** 1

**Eligible Class Years:** Junior;Senior;

**This Experience Offers Housing/Transportation:** None

Externship Number: **12**

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**Industry:** Business

**Department Function:** Executive management

**Organization:** Wavelength Marketing, LLC

**Externship Location:** Lancaster, PA

**Host Information:** Alumnus/Alumna

**Host's Title:** President

**Organization Website:** [wavelengthresults.com](http://wavelengthresults.com)

**About the Organization:** Wavelength Marketing is a full-service marketing agency that delivers customer-focused marketing solutions for B2B and B2C clients. Our team averages 20 years of experience developing, designing, writing, and implementing fully integrated marketing plans that build brands and produce results. Our services include strategy, branding, and digital and traditional marketing. Our experienced team hails from Hershey Company, Intel, Longwood Gardens and team members have served a wide range of clients from start ups to Fortune 50 global brands.

**About the Externship:** The student will gain insight into the development of marketing content / tactics to drive growth and outcomes for specific client initiatives

**Length of the Experience:** 1 day

**Expected Attire:** Business Casual (Dress slacks/shirt)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** Keen interest in marketing, digital content, public relations.

**Number of Externships Offered:** 3

**Eligible Class Years:** Senior;

**This Experience Offers Housing/Transportation:** None



**Externship Number: 13**

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**Industry:** Business  
**Department Function:** Finance

**Organization:** Access Holdings

**Externship Location:** Baltimore, MD

**Host Information:** Kevin McAllister - Founder and Managing Partner at Access Holdings

**Host's Title:** CFO

**Organization Website:** <https://www.accessholdings.com/>

**About the Organization:** 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.

**About the Externship:** The candidate will have the opportunity to observe private equity professionals at work. They will get the opportunity to 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.

**Length of the Experience:** 5 days

**Expected Attire:** Business Casual (Dress slacks/shirt)

**F-1 Visa Eligibility:** My externship will include student participation beyond shadowing; therefore, international students with F1 visas should not apply.

**Skills & Attributes beneficial for student to possess:** International management and business, economics and history

**Number of Externships Offered:** 2

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** None

**Externship Number: 14**

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**Industry:** Business

**Department Function:** Business Operations

**Organization:** Employee Navigator

**Externship Location:** Bethesda, Maryland

**Host Information:** Alumnus/Alumna

**Host's Title:** Director of Business Partners

**Organization Website:** <https://www.employeenavigator.com/>

**About the Organization:** Employee Navigator is a Software as a Service (SaaS) company providing employee benefits and HR software solutions for the largest names in the insurance industry. Our customizable and intuitive platform streamlines management of everything from online enrollment to new hire onboarding, ACA reporting and time-off tracking, saving time while reducing paperwork. We are a privately owned company that is thriving due to our innovative approach to our market sector.

**About the Externship:** The partner team is a highly dynamic team that is responsible for driving a significant portion of Employee Navigator's growth. The partner team at Employee Navigator is responsible for developing new partnerships and driving go-to market strategies with some of the largest insurance companies in the US including UnitedHealthcare, MetLife, Allstate, Aflac and many more. Students will observe an array of technical and business conversations including the technical implementation of a partnership as well as how our business drives financial returns from the integrations/partnerships. The externs will have the opportunity to observe internal department strategy meetings as well as external meetings where requirements for new products are discussed as well as mutual business opportunities.

**Length of the Experience:** 10 days

**Expected Attire:** Smart Casual (Dress jeans/sweater)

**F-1 Visa Eligibility:** My externship will include student participation beyond shadowing; therefore, international students with F1 visas should not apply.

**Skills & Attributes beneficial for student to possess:** International Business & Management or Economics majors preferred/strong encouraged to apply. Students interested in business development, sales and finance/analytics are also encourage to apply.

**Number of Externships Offered:** 1

**Eligible Class Years:** Senior;

**This Experience Offers Housing/Transportation:** None

**Externship Number: 15**

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**Industry:** Business

**Department Function:** IT/Software Development/Knowledge Management

**Organization:** Enterprise Knowledge

**Externship Location:** Arlington, VA

**Host Information:** Alumnus/Alumna

**Host's Title:** Technical Analyst; Senior KM Analyst

**Organization Website:** [www.enterprise-knowledge.com](http://www.enterprise-knowledge.com)

**About the Organization:** Enterprise Knowledge is a consulting firm that helps organizations, like NASA, the National Park Service, and World Bank, improve the way their workforce connects to the information and experts they need to do their jobs. We focus on practical and proven solutions, working as a trusted partner to help our clients in the public and private sectors. As a company, we are committed to our team members, our clients, and our community, actively engaging in philanthropic partnerships and promoting the continued growth of our colleagues.

**About the Externship:** Externs will have the opportunity to participate in a dynamic work environment learning more about the field of Knowledge Management consulting by observing and exploring our core service areas including Strategy & Design, Taxonomy & Ontology Design, Agile Transformation, Software Development, Content & Brand Strategy, and Change Management. They will also learn about Design Thinking and Project Management from different EK team members. During this externship, the students will be immersed in EK culture by observing client meetings, interacting with different team members from entry-level analysts to the C-Suite level, and will collaborate with directly with colleagues.

**Length of the Experience:** 5 days

**Expected Attire:** Business Casual (Dress slacks/shirt)

**F-1 Visa Eligibility:** My externship will include student participation beyond shadowing; therefore, international students with F1 visas should not apply.

**Skills & Attributes beneficial for student to possess:** Externs can have any major, but should have an interest in exploring consulting as a career. Individuals should possess strong oral and written communication skills and be comfortable speaking in front of a group as well as proven leadership experience.

**Number of Externships Offered:** 2

**Eligible Class Years:** Junior;Senior;

**This Experience Offers Housing/Transportation:** None

Externship Number: **16**

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**Industry:** Business  
**Department Function:** Venture Capital

**Organization:** Anthemis Group  
**Externship Location:** New York, NY  
**Host Information:** Friend of the College  
**Host's Title:** Investor

**Organization Website:** [www.anthemis.com](http://www.anthemis.com)

**About the Organization:** Anthemis is an early stage, fintech focused, VC fund operating across the US and Europe. We have been investing since 2010, and have 90+ portfolio companies.

**About the Externship:** For the most part, you will be shadowing various team members at Anthemis in their day to day calls and meetings. This will give you a good sense of what it's like to work at Anthemis, and in venture capital in general. It will also service to give students a better understanding of the various roles which we perform.

**Length of the Experience:** 5 days

**Expected Attire:** Smart Casual (Dress jeans/sweater)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** At Anthemis we are proud to offer a diverse and inclusive work environment. We are looking for students who are under represented in some way, and who are looking to augment their understanding of venture capital, financial services technology via a one-week externship in our New York City-based office. Successful candidates will be proficient with basic Google and Microsoft Applications, have a passion for technology and/or financial services.

**Number of Externships Offered:** 2

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** None

**Externship Number: 17**

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**Industry:** Business

**Department Function:** Quick service restaurant

**Organization:** The Bagel Shop

**Externship Location:** Beverly, Massachusetts

**Host Information:** Alumnus/Alumna

**Host's Title:** Owner

**Organization Website:** Thebagelshop.com

**About the Organization:** I own to bagel/coffee houses just north of Boston. Great learning for someone looking to own a business and or enter the food industry.

**About the Externship:** Learning how a restaurant operates

**Length of the Experience:** 7 days

**Expected Attire:** Smart Casual (Dress jeans/sweater)

**F-1 Visa Eligibility:** My externship will include student participation beyond shadowing; therefore, international students with F1 visas should not apply.

**Skills & Attributes beneficial for student to possess:** Willing to work quick and work with a well established team

**Number of Externships Offered:** 2

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** Transportation

**Externship Number: 18**

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**Industry:** Business

**Department Function:** Human Resources and Internal Communications

**Organization:** TIAA

**Externship Location:** New York, New York

**Host Information:** Parents

**Host's Title:** Senior Executive Vice President & Chief Human Resources Officer

**Organization Website:** TIAA.org

**About the Organization:** TIAA ([www.tiaa.org](http://www.tiaa.org)) is a unique financial partner. TIAA is the leading provider of financial services in the academic, research, medical, cultural and government fields. TIAA has \$1.1 trillion in assets under management and offers a wide range of financial solutions, including investing, banking, advice and education, and retirement services.

**About the Externship:** Human resources are the people who make up the workforce of an organization, business sector, or economy. "Human capital" is sometimes used synonymously with "human resources", although human capital typically refers to a narrower effect (i.e., the knowledge the individuals embody and economic growth). Likewise, other terms sometimes used include manpower, talent, labour, personnel, or simply people. A human-resources department (HR department) of an organization performs human resource management, overseeing various aspects of employment, such as compliance with labor law and employment standards, administration of employee benefits, organizing of employees files with the required documents for future reference, some aspects of recruitment.

**Length of the Experience:** 5 days

**Expected Attire:** Business Casual (Dress slacks/shirt)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** I'm completely open to students of any designated major.

**Number of Externships Offered:** 2

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** None

**Externship Number: 19**

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**Industry:** Business

**Department Function:** Commercial Real Estate - Brokerage, Property Management, Investment Advising and Lease Administration

**Organization:** HMS Brokerage, LLC

**Externship Location:** Gulfport, Mississippi

**Host Information:** Alumnus/Alumna

**Host's Title:** Broker Associate

**Organization Website:** [www.hmsbrokerage.com](http://www.hmsbrokerage.com)

**About the Organization:** Our mission is to create value for our clients by being experts in small retail properties.

Our clients entrust us with managing their valuable interests: properties, leases, site acquisition or disposition activities, development or consulting projects.

**About the Externship:** We can offer the opportunity to shadow a commercial development project, retail property management and accounting, and a brokerage, lease negotiation and investment advisor. If there are aspects of commercial real estate that are of greater interest to the student, we will be happy to focus their experience in those areas.

**Length of the Experience:** 3 days

**Expected Attire:** Business Casual (Dress slacks/shirt)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** Fortunately, Commercial Real Estate is very flexible. Our company includes associates with backgrounds as paralegals, residential real estate managers, lease and contract administrators, large scale store and facility management for a food service franchise, and construction. The most important factors for our business are people of excellent character who are self-motivated.

**Number of Externships Offered:** 3

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** None

**Externship Number: 20**

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**Industry:** Business  
**Department Function:** LEGAL & COMPLAINE

**Organization:** BRUDERMAN BROTHERS  
**Externship Location:** NEW YORK, NEW YORK  
**Host Information:** Parents  
**Host's Title:** GENERAL COUNSEL & CHIEF COMPLIANCE OFFICER

**Organization Website:** WWW.BRUDERMAN.COM

**About the Organization:** PRIVATELY OWNED INVESTMENT BANK, PRIVATE EQUITY AND ASSET MANAGER,

**About the Externship:** PROVIDING LEGAL AND COMPLIANCE SUPPORT FOR A GLOBAL PRIVATE EQUITY, INVESTMENT BANKING AND WEALTH MANAGEMENT FIRM.

**Length of the Experience:** 2 days

**Expected Attire:** Business Casual (Dress slacks/shirt)

**F-1 Visa Eligibility:** My externship will include student participation beyond shadowing; therefore, international students with F1 visas should not apply.

**Skills & Attributes beneficial for student to possess:**

**Number of Externships Offered:** 1

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** None



**Externship Number: 21**

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**Industry:** Business

**Department Function:** Sourcing acquisitions, underwriting potential pursuits, managing prospective tenants or sale inquiries on either of our two large developments.

**Organization:** Greek Development

**Externship Location:** East Brunswick, NJ

**Host Information:** Alumnus/Alumna

**Host's Title:** Acquisitions & Development Analyst

**Organization Website:** [www.greekdevelopment.com](http://www.greekdevelopment.com)

**About the Organization:** Greek Development is a multi-generational family business with a long standing history in New Jersey and eastern PA. Traditionally our focus is tilt-up industrial development (warehouse/distribution centers). Currently, we have two large scale programmatic developments with 4.1 million SF in Linden and 3.2 M SF in South NJ and developing both simultaneously on a speculative basis.

**About the Externship:** A constantly changing position, it's hard to define one consistent day. Days can focus on analyzing market trends and underwriting potential acquisitions or dispositions to working with our engineers to sketch a layout on a survey or strategizing equity offerings and partnerships.

**Length of the Experience:** 5 days

**Expected Attire:** Business Professional (Suit)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** Any student interested in a real estate career regardless of the focus. Greek Development is uniquely positioned as a development company as well as general contractor, owner of a concrete business and in house brokerage.

**Number of Externships Offered:** 1

**Eligible Class Years:** Junior;Senior;All Class Years;

**This Experience Offers Housing/Transportation:** None

Externship Number: **22**

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**Industry:** Business

**Department Function:** Real Estate Management

**Organization:** Westerman Construction & Consulting

**Externship Location:** New York, NY

**Host Information:** Alumnus/Alumna

**Host's Title:** Project Manager

**Organization Website:** <https://westermancm.com/>

**About the Organization:** Westerman Construction specializes in managing complex construction projects that require specialized knowledge and care. The firm is experienced in almost every project type, but its focus has been work in many of New York City's most treasured designated landmarks – primarily museums, performing arts facilities, libraries and high-end residential complexes.

**About the Externship:** The student will be able to see principal-level involvement, a close look to project management, estimating, consulting, and advisory services to a variety of clients.

**Length of the Experience:** 10 days

**Expected Attire:** Business Casual (Dress slacks/shirt)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** N/A

**Number of Externships Offered:** 3

**Eligible Class Years:** Junior;Senior;

**This Experience Offers Housing/Transportation:** Transportation

**Externship Number: 23**

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**Industry:** Education

**Department Function:** Advising students on postsecondary opportunities

**Organization:** New York University College Advising Corps

**Externship Location:** Bronx, New York

**Host Information:** Alumnus/Alumna

**Host's Title:** College Advisor

**Organization Website:** <https://www.nyucac.org/>

**About the Organization:** NYU CAC is part of a nationwide consortium of Advising Corps universities serving 210,000 students at over 670 high schools in sixteen states. The Advising Corps model is unique from other college access programs because it:

- Uses a near-peer model, placing recent college graduates who can easily relate to and serve as role models for students being served;
- Provides full-time college advising (every day, all day) in the school setting;
- Is accessible to ALL students in the partner high school; and Engages research-based match and fit strategy for college advising and placement.

**About the Externship:** As a College Advisor, I collaborate with a team of guidance staff, school administration, teachers, community-based organizations, and parents to increase the awareness, preparation, and college-going disposition of underserved students. Specifically, I support high school seniors through all aspects of the College Application process.

**Length of the Experience:** 10 days

**Expected Attire:** Business Casual (Dress slacks/shirt)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** - Public-Speaking Skills

- Belief that all students deserve the opportunity to receive a higher education, regardless of race, class, gender, economic status, etc.

- An open mind and an open heart.

**Number of Externships Offered:** 1

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** Transportation

**Externship Number: 24**

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**Industry:** Education

**Department Function:** Office of Community Standards

**Organization:** Babson College

**Externship Location:** Wellesley, MA

**Host Information:** Former Staff

**Host's Title:** Coordinator of Conflict Resolution

**Organization Website:** [www.babson.edu](http://www.babson.edu)

**About the Organization:** The Office of Community Standards at Babson College manages and oversees the policies that all members of our community are expected to comply by at all times. We work with all involved parties when a policy violation occurs, and our approach can be characterized as just but also restorative, emphasizing the reconciliation of relationships when policy violations occur. This office also supports students in navigating different types of conflict – including interpersonal, academic, and identity-based conflicts – and provides conflict coaching, mediation, and restorative justice practices.

**About the Externship:** This shadowing opportunity will provide students with an inside look into the student affairs world in higher education. Specifically, opportunities will be provided for observing how policy violations are dealt with, understanding and observing (as confidentiality rules allow) how the office meets with affected parties, and gaining an understanding of conflict resolution skills, perspectives, and philosophies behind this work. As schedules allow, opportunities will also be provided to meet and connect with other staff and leaders at the college in order to obtain a holistic understanding of higher education processes and philosophies.

**Length of the Experience:** 1 day

**Expected Attire:** Business Casual (Dress slacks/shirt)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** Ideal candidates include students who have an interest in pursuing a career in higher education and/or who have demonstrated extracurricular involvement and/or leadership on campus.

**Number of Externships Offered:** 3

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** None

**Externship Number: 25**

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**Industry:** Education  
**Department Function:** Education

**Organization:** Center for Education Reform

**Externship Location:** Washington, DC

**Host Information:** Alumnus/Alumna

**Host's Title:** Founder & CEO

**Organization Website:** <https://edreform.com/>

**About the Organization:** CER started in 1993 with a simple premise—to achieve excellence in education. The first laws supporting charter schools, school choice offerings and even state standards were owing to CER's leadership.

**About the Externship:** At CER, the externship position consists of working with professional staff and consultants in support of all aspects of education policy including research, advocacy, legislative affairs, and public relations. Duties and Responsibilities: • Research current education issues, collect data, analyze reports, prepare policy briefs including conducting research and contributing editorial content to CER's publications • Support outreach efforts to members of Congress, state legislators, charter school leaders and the media; • Maintain contact profile information for policy makers, charter school leaders and other key constituencies; • Research and contribute to our social media outreach and website posts with interesting and topical content; • Assist with mailings, press releases, database entry, filing, and answering the phone as needed; • Assist with events and meetings as needed.

**Length of the Experience:** 10 days

**Expected Attire:** Business Casual (Dress slacks/shirt)

**F-1 Visa Eligibility:** My externship will include student participation beyond shadowing; therefore, international students with F1 visas should not apply.

**Skills & Attributes beneficial for student to possess:** Interest in education, education policy, advocacy, legislation. Ideally, the extern will be interested in research, has strong writing skills and is a self-starter.

**Number of Externships Offered:** 2

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** None

**Externship Number: 26**

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**Industry:** Education  
**Department Function:** Middle school education

**Organization:** McDonogh School  
**Externship Location:** Owings Mills, MD  
**Host Information:** Alumnus/Alumna  
**Host's Title:** Teacher, Coach, & 8th Grade Dean

**Organization Website:** mcdonogh.org

**About the Organization:** McDonogh School is a 1400-student, PreK-12 private school in suburban Baltimore. Our students come from all over the greater Baltimore metropolitan area, and we have outstanding academic, artistic, and athletic programs.

**About the Externship:** I teach 8th grade humanities (English + social studies + religion + the arts + philosophy, etc.). The extern would observe my classes, sit in on faculty meetings, perhaps co-teach a few lessons; in short, the extern would have an introduction to student-teaching.

**Length of the Experience:** 3 days

**Expected Attire:** Business Casual (Dress slacks/shirt)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** interest in teaching

background in the Humanities as a major is preferred, but not required

**Number of Externships Offered:** 1

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** Housing

**Externship Number: 27**

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**Industry:** Education  
**Department Function:** High School

**Organization:** Millennium High School

**Externship Location:** Piedmont, CA

**Host Information:** Alumnus/Alumna

**Host's Title:** Principal

**Organization Website:** <http://www.piedmont.k12.ca.us/mhs/>

**About the Organization:** Millennium is a small public alternative high school in Piedmont, Ca. We serve students who benefit from flexibility in their scheduling, additional support and close-knit relationships. Our students also have access to a neighboring high performing comprehensive high school. MHS draws student county-wide so the demographics of MHS reflect the diversity of Alameda County rather than the more racially and economically homogeneous population of the town.

**About the Externship:** I am the principal of MHS and the Director of the Piedmont Adult School. The student will shadow me in meetings, classroom observations and other supervision on campus. For anyone considering school administration, this will be a very hands-on chance to see and feel what the job is like in a public high school.

**Length of the Experience:** 2 days

**Expected Attire:** Business Casual (Dress slacks/shirt)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** Education, public policy, community engagement, non-profit.

**Number of Externships Offered:** 1

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** None

**Externship Number: 28**

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**Industry:** Education

**Department Function:** Marketing, Communications, Development

**Organization:** Elgin Academy

**Externship Location:** Elgin, IL

**Host Information:** Parents

**Host's Title:** Senior Marketing and Outreach Coordinator

**Organization Website:** [www.elginacademy.org](http://www.elginacademy.org)

**About the Organization:** Elgin Academy is small (280 students) independent preschool-grade 12 school providing unique learning opportunities for students. Our classes are intentionally small creating an environment that allows the students and teachers to work collaboratively. Students explore a multitude of topics throughout their time at Elgin Academy and graduate with a well-rounded education that prepares them for whatever their future holds.

**About the Externship:** Elgin Academy plans to foster alumni engagement through the creation of a house system for our graduating classes. We are looking for an intern that can create the system from scratch including developing the houses (names and some key identification elements), strategize ways to get current students to identify with their houses and develop a communication plan for alumni outreach.

**Length of the Experience:** 10 days

**Expected Attire:** Business Casual (Dress slacks/shirt)

**F-1 Visa Eligibility:** My externship will include student participation beyond shadowing; therefore, international students with F1 visas should not apply.

**Skills & Attributes beneficial for student to possess:** Someone who is interested in event planning, working at a non-profit, or school advancement would be a plus. This internship is good exposure to a non-profit organization or the education industry. This may be of interest to the students who work with the advancement offices at Dickinson (ie the students who call alums asking for gifts) as this give them exposure to another element of advancement.

**Number of Externships Offered:** 2

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** Housing



Externship Number: **29**

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**Industry:** Education

**Department Function:** Education and amistration

**Organization:** La Scuola D'italia Galileo Galilei

**Externship Location:** Pittsburgh, Pa

**Host Information:** Alumnus/Alumna

**Host's Title:** Executive Director

**Organization Website:** [www.asilogalileo.org](http://www.asilogalileo.org)

**About the Organization:** Italian multi-lingual early learning center, where we educate children from ages 1-4, using Montessori and Reggio Emilia methodologies. We teach Italian, Spanish, French and English all in a full immersion environment.

**About the Externship:** Student will learn lots of different methodologies, observe our staff, educational activities, office work, and general administrative items.

**Length of the Experience:** 10 days

**Expected Attire:** Business Casual (Dress slacks/shirt)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** Language students and Education students

**Number of Externships Offered:** 2

**Eligible Class Years:** Junior;Senior;

**This Experience Offers Housing/Transportation:** None

Externship Number: **30**

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**Industry:** Education  
**Department Function:** School Administration

**Organization:** Upland Country Day School  
**Externship Location:** Kennett Square, PA  
**Host Information:** Alumnus/Alumna  
**Host's Title:** Head of School

**Organization Website:** [www.uplandcnds.org](http://www.uplandcnds.org)

**About the Organization:** Upland is an independent day school serving approximately 165 students from preschool through grade nine. It is a small school with a challenging academic program and unique programs including outdoor learning, Harkness method instruction and a vibrant STEAM program.

**About the Externship:** Students who are interested in a career in education, either teaching and/or administration, will have an opportunity to attend multi-aged classes and activities, as well as shadow the head of school and attend administrative and faculty meetings. This experience essentially provides a behind-the-scenes look at the running of an independent day school.

**Length of the Experience:** 3 days

**Expected Attire:** Business Casual (Dress slacks/shirt)

**F-1 Visa Eligibility:** My externship will include student participation beyond shadowing; therefore, international students with F1 visas should not apply.

**Skills & Attributes beneficial for student to possess:**

**Number of Externships Offered:** 3

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** None

**Externship Number: 31**

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**Industry:** Education

**Department Function:** Outbound International Education

**Organization:** Youth for Understanding USA

**Externship Location:** Washington, DC

**Host Information:** Alumnus/Alumna

**Host's Title:** Study Abroad Coordinator

**Organization Website:** [yfuusa.org](http://yfuusa.org)

**About the Organization:** Youth For Understanding offers over 200 High School Study Abroad programs in 40+ countries all over the world! Since the Second World War, the YFU global network is united by the belief that full cultural immersion is the most effective means to gain the skills needed to thrive in an increasingly multicultural, interconnected and competitive global society. YFU's mission is to advance intercultural understanding, mutual respect, and social responsibility through educational exchanges for youth, families and communities.

**About the Externship:** The Study Abroad (outbound) department helps American students with the program section, application and exchange processes. Most of YFU USA's employees are dedicated to our International Students (inbound students), so the Study Abroad team is small and busy! Externship students would gain experience in marketing/recruitment as well as admissions counseling, while observing the personal and logistical obstacles that accompany high school international exchange programs.

**Length of the Experience:** 6 days

**Expected Attire:** Smart Casual (Dress jeans/sweater)

**F-1 Visa Eligibility:** My externship will include student participation beyond shadowing; therefore, international students with F1 visas should not apply.

**Skills & Attributes beneficial for student to possess:** Open to many majors! Strong written language and/or editing skills. Previous experience in working or studying abroad.

**Number of Externships Offered:** 2

**Eligible Class Years:** Junior;Senior;

**This Experience Offers Housing/Transportation:** None

**Externship Number: 32**

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**Industry:** Education

**Department Function:** Library & Information Science

**Organization:** Irvine Valley College

**Externship Location:** Irvine, CA

**Host Information:** Alumnus/Alumna

**Host's Title:** Research & Instruction Librarian

**Organization Website:** [www.ivc.edu](http://www.ivc.edu)

**About the Organization:** Irvine Valley College (IVC) combines a small-college environment with more than 60 acres of modern facilities and equipment; dedicated staff; and an excellent faculty who combine knowledge and experience with a sincere commitment to learning. IVC offers day and evening classes, on campus or online. IVC has the #1 transfer rate to four year schools in California. Its faculty includes authors, Fulbright scholars, scientists, professional musicians and entrepreneurs who are accessible and student-focused.

**About the Externship:** As a research and instruction librarian, I provide numerous information literacy workshops, develop new curriculum, and coordinate instruction activities. I also work collaboratively with library staff, other disciplinary faculty and administration to enact systemic change. During a typical day, I work interactively with students to conduct research and solve problems. Applying students should be advised the externship is limited to the school's academic calendar; therefore, it is likely to take place during the start of the semester. There will be a high amount of activity on campus, particularly in the library. Visiting students will have an opportunity to view the triage of student needs using available technology and human resources.

**Length of the Experience:** 2 days

**Expected Attire:** Business Casual (Dress slacks/shirt)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** No special experience or classes are required. This externship would best fit students who are interested in a career in information science, library services or education. A commitment to social change, equity and pedagogy is a big plus! All academic librarians possess a minimum education of a masters degree in their field, so students should be open to attending graduate school in the future.

**Number of Externships Offered:** 2

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** None

**Externship Number: 33**

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**Industry:** Education

**Department Function:** Education--instruction, administration, sports management

**Organization:** Montverde Academy

**Externship Location:** Montverde, Florida

**Host Information:** Alumnus/Alumna

**Host's Title:** Headmaster/CEO

**Organization Website:** [www.montverde.org](http://www.montverde.org), [www.mvasports.com](http://www.mvasports.com)

**About the Organization:** <https://www.montverde.org/about>

**About the Externship:** Could be a student interested in teaching, school administration or sports management.

**Length of the Experience:** 10 days

**Expected Attire:** Business Casual (Dress slacks/shirt)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** Students with a keen interest in education and working in a k-12 setting

**Number of Externships Offered:** 3

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** Housing

**Externship Number: 34**

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**Industry:** Education

**Department Function:** Teaching a foreign language mostly to first time learners

**Organization:** Millis Public Schools

**Externship Location:** Millis, MA

**Host Information:** Alumnus/Alumna

**Host's Title:** Gr. 6 Spanish teacher

**Organization Website:** [www.millisps.org](http://www.millisps.org)

**About the Organization:** Millis Middle School houses grades 6-8 in the small town of Millis, MA. Our school system is small, with middle school and high school contained in one building and an elementary school across the street. Our school motto is "Small town, big family", and our emphasis is on personalized learning.

**About the Externship:** I teach 3 classes a day and co-teach 2 more classes with other teachers. I have team time or PLC (professional learning community) time everyday, so collaboration is something we do very well. A student coming to my room will see the usual routines involved in a middle school class, classroom management techniques and blended learning in a flexible seating environment.

**Length of the Experience:** 3 days

**Expected Attire:** Business Casual (Dress slacks/shirt)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** The student should have an interest in secondary education. A foreign language educator is most suited to my classroom. Ideally the student should be ready for a hands on experience and open to helping out with students, although a quiet observer is also welcome.

**Number of Externships Offered:** 1

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** None

**Externship Number: 35**

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**Industry:** Education

**Department Function:** Middle School teaching and Admissions

**Organization:** Noble and Greenough School

**Externship Location:** Dedham, MA

**Host Information:** Parents

**Host's Title:** Educator and Admission Officer

**Organization Website:** [www.nobles.edu](http://www.nobles.edu)

**About the Organization:** Noble and Greenough School is a grade 7-12 5 day boarding school in suburban Boston. From the website: "The Nobles community is a thriving, inclusive, joyful community where our students are inspired by dedicated teachers, coaches and mentors to reach their highest potential each and every day. Our rigorous academic, arts and athletics programs are coupled with a strong support system, where students are well known, challenged and cared for by our faculty throughout their day."

**About the Externship:** I can find a match with a teacher or coach for anyone interested in teaching any subject in an independent school. For 50% of my role I teach Middle School Latin and for the other 50% I work in the Admission Office. An extern would be able to view academic or afternoon program (ie athletic or drama) classes in a variety of departments. The duration of the experience can be tailored to meet one's needs.

**Length of the Experience:** 10 days

**Expected Attire:** Business Casual (Dress slacks/shirt)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** • willingness to learn and ask questions

- energy
- interest in teaching and learning
- curiosity

**Number of Externships Offered:** 1

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** Housing

**Externship Number: 36**

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**Industry:** Education

**Department Function:** Direct service with the immigrant community (non-profit sector)

**Organization:** Edu-Futuro

**Externship Location:** Fairfax, VA

**Host Information:** Alumnus/Alumna

**Host's Title:** Parent Support and Workforce Development Facilitator Americorps Member

**Organization Website:** <https://edu-futuro.org/>

**About the Organization:** Edu-Futuro is a non-profit that aims to improve educational outcomes and self-advocacy skills for the immigrant community in the Northern Virginia area. We have a small, but devoted and passionate staff as well as five to seven Americorps members that facilitate our programming throughout the area. Our main three focuses are Parent Empowerment Services, youth Emerging Leaders Programs and Robotics Clubs, and our Language Enrichment Classes. Together these services function as an inter-generational approach that ensures immigrant youth and families attain postsecondary goals, improve long-term financial stability, and strengthen interfamily cohesiveness.

**About the Externship:** As an Americorps member I serve with Edu-Futuro for a year, helping them to build long term capacity. I serve alongside the Parent Empowerment Services team as well as mentor about seven high need, high school seniors through the college process with our Emerging Leaders II program. Throughout your experience shadowing me, you'll get the opportunity to sit in on one of our staff meetings and learn about the structure and function of a non-profit. You'll follow me to any evening workshops running at the time as well as to one-on-one mentor meetings for our ELP II program. You'll have the opportunity to learn about Americorps, see the behind the scenes of a community based non-profit, and work with the NOVA immigrant community.

**Length of the Experience:** 2 days

**Expected Attire:** Business Casual (Dress slacks/shirt)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** Spanish is a benefit, but not required. Initiative and interest in non-profit world and community service.

**Number of Externships Offered:** 1

**Eligible Class Years:** First-Year;Sophomore;Junior;Senior;All Class Years;

**This Experience Offers Housing/Transportation:**



**Externship Number: 37**

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**Industry:** Education

**Department Function:** Oversee special education and other student services

**Organization:** Mission Achievement and Success Charter School

**Externship Location:** Albuquerque, NM

**Host Information:** Alumnus/Alumna

**Host's Title:** Special Education Director

**Organization Website:** [www.mascharterschool.com](http://www.mascharterschool.com)

**About the Organization:** We are a K-12 charter school in Albuquerque, NM. We are among the 14% highest achieving public schools in the state, despite enrolling over 85% minority students, 85% students living in poverty, 50% first generation high school graduates, and 90% first generation college graduates. We accomplish this through a rigorous, college prep program with strong structures and holistic supports for all students

**About the Externship:** Experiences will include day to day administrative tasks of a school, plus special ed specific duties (IEPs, etc), student scheduling (guidance counselor issues), specialized supports for students, and observations of classrooms. Students can elect to do up to 10 days for the externship.

**Length of the Experience:** 5 days

**Expected Attire:** Business Casual (Dress slacks/shirt)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** Interest in K-12 education, special education, educational policy, the charter movement

**Number of Externships Offered:** 3

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** Transportation

**Externship Number: 38**

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**Industry:** Education

**Department Function:** Teaching Middle School Social Studies

**Organization:** Bedminster Township School

**Externship Location:** Bedminster, NJ

**Host Information:** Alumnus/Alumna

**Host's Title:** Social Studies Teacher Grade 7-8

**Organization Website:** [www.bedminsterschool.org](http://www.bedminsterschool.org)

**About the Organization:** The Bedminster School is dedicated to the education of students by instilling a passion for learning and exploration in a creative, nurturing environment.

- Every student will be offered a strong, challenging academic program
- Students will be prepared for the continuously evolving technological world
- Our community is part of a global society, and therefore each child must value diversity and develop self-respect, while demonstrating respect for others
- We are a community of learners with the goal of improving student learning
- Staff development is integral to teacher effectiveness and strategic school improvement
- We embrace the standards set forth by the New Jersey Department of Education/CCSS/NGSS
- We collaborate with the community, are flexible, responsive and fiscally responsible.

**About the Externship:** 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

**Length of the Experience:** 1 day

**Expected Attire:** Business Casual (Dress slacks/shirt)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** An interest in secondary school education, incredible patience, and creativity.

**Number of Externships Offered:** 1

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** None

**Externship Number: 39**

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**Industry:** Education

**Department Function:** SaaS Solutions for higher Education

**Organization:** CareerPath Mobile LLC.

**Externship Location:** New Milford, CT

**Host Information:** Parents

**Host's Title:** Founder, CEO

**Organization Website:** [www.careerpathmobile.com](http://www.careerpathmobile.com)

**About the Organization:** CareerPath helps students transition from learning to doing. Through our Mobile toolkits, we signpost milestones for microlearning in subjects such as Career Readiness, Financial Literacy, and pathways to industries (Wall Street, Accountancy, Publishing and more).

**About the Externship:** Digital marketing, content creation and process improvement

**Length of the Experience:** 8 days

**Expected Attire:** Smart Casual (Dress jeans/sweater)

**F-1 Visa Eligibility:** My externship will include student participation beyond shadowing; therefore, international students with F1 visas should not apply.

**Skills & Attributes beneficial for student to possess:**

**Number of Externships Offered:** 1

**Eligible Class Years:** Sophomore;Junior;Senior;

**This Experience Offers Housing/Transportation:** None

**Externship Number: 40**

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**Industry:** Education  
**Department Function:** Counseling students

**Organization:** Reading School District- Glenside Elementary

**Externship Location:** Reading, PA

**Host Information:** Alumnus/Alumna

**Host's Title:** Elementary School Counselor

**Organization Website:** readingsd.org

**About the Organization:** Glenside Elementary is the smallest elementary within the Reading School District, an urban school district that supports 17,000 students Pre-K through 12th grade. We are a diverse group of students and educators that love our school and community!

**About the Externship:** As a School Counselor I work with all members of the school and community. My daily activities are never the same but could include such things as counseling sessions, lessons in classrooms, parent meetings, school related meetings about attendance, academic needs, instructional needs, Student Assistance Program meetings, behavior intervention, cafeteria duty, etc. No one day is ever the same!

**Length of the Experience:** 1 day

**Expected Attire:** Business Casual (Dress slacks/shirt)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** Psychology students, students interested in working with children, education majors.

**Number of Externships Offered:** 3

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** None

**Externship Number: 41**

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**Industry:** Education

**Department Function:** speech/language treatment

**Organization:** Valley Forge Educational Services/The Vanguard School

**Externship Location:** Malvern, PA

**Host Information:** Alumnus/Alumna

**Host's Title:** Speech-Language Pathologist

**Organization Website:** <https://www.vfes.net/vanguard>

**About the Organization:** The Vanguard School is a Pennsylvania licensed, Approved Private School serving students, 4–21 years of age, who require a high degree of individualized attention and intervention including those with autism spectrum disorders, developmental disabilities, speech-language deficits and students who experience social-emotional, executive functioning and behavioral difficulties.

**About the Externship:** The speech-language pathologists at the Vanguard School work with students in all areas of communication, including speech-sound production, language development, and interaction skills. With the population that we serve, there is a significant emphasis on social skills development and teaching. We provide 1:1, small group, and whole class instruction. We also consult with teachers and other educational team members. A visiting student would also have the opportunity to observe classes and meet with other specialists such as occupational and physical therapists, educational technology specialists, and school psychologists.

**Length of the Experience:** 3 days

**Expected Attire:** Smart Casual (Dress jeans/sweater)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** This externship would be most beneficial to a student who has some background knowledge of child development and disorders such as autism and ADHD. It would be great for those with an interest in psychology, pre-health, and/or education.

**Number of Externships Offered:** 1

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** None

**Externship Number: 42**

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**Industry:** Environmental Policy  
**Department Function:** Climate and Clean Energy Policy

**Organization:** David Gardiner and Associates

**Externship Location:** Arlington, Virginia

**Host Information:** Alumnus/Alumna

**Host's Title:** Communications Manager

**Organization Website:** dgardiner.com

**About the Organization:** David Gardiner and Associates is a strategic advisory firm focused on climate change, clean energy, and sustainability. Our clients are non-profits, corporations, and trade associations. We help our clients with strategic planning, research and analysis, and improved communications through our partnership building and advocacy. Our team integrates decades of practical experience across business sectors with diverse subject expertise and produces highly tailored and high quality products to meet the specific needs of each client.

**About the Externship:** The extern will work closely with all staff to gain experience by attending meetings and briefings, performing research, attending relevant seminars, writing summaries, etc. I'd work closely with the extern to assign projects that will increase their knowledge in energy and climate issues while supporting their strengths and interests. Externs receive in-depth experience and exposure to DGA's expertise and clients as they work with project supervisors who provide background information, clear direction, and feedback regarding the extern's efforts.

**Length of the Experience:** 5 days

**Expected Attire:** Business Casual (Dress slacks/shirt)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** The successful extern will possess the following qualities/skills:

- Strong academic and/or work experience in climate and energy policy and sustainability and a strong interest in and thirst-for-learning-more about the field.
- Enthusiasm for the process of finding solutions to climate and energy challenges
- Strong written and verbal communication skills
- Independent and self-motivated worker; eager to ask questions
- Diligence in research and high attention to detail
- Familiarity with the U.S. political process
- Flexibility, positive attitude, and sense of humor

**Number of Externships Offered:** 1

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** None

## Government

**Externship Number: 43**

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**Industry:** Government

**Department Function:** Transportation Planning

**Organization:** Metropolitan Area Planning Council

**Externship Location:** Boston, MA

**Host Information:** Alumnus/Alumna

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

**Organization Website:** [www.mapc.org](http://www.mapc.org)

**About the Organization:** The Metropolitan Area Planning Council (MAPC) is the regional planning agency serving the people who live and work in the 101 cities and towns of Metropolitan Boston.

Our mission is to promote smart growth and regional collaboration. We work toward sound municipal management, sustainable land use, protection of natural resources, efficient and affordable transportation, a diverse housing stock, public safety, economic development, clean energy, healthy communities, an informed public, and equity and opportunity among people of all backgrounds.

**About the Externship:** Students would learn how cities and towns plan for emerging transportation modes such as bicycle sharing, ride hailing, electric scooters, infrastructure to support electric vehicles, dedicated bus lanes, separated bicycle lanes, and autonomous vehicles. Students will also learn how this infrastructure supports climate change mitigation goals.

**Length of the Experience:** 3 days

**Expected Attire:** Business Casual (Dress slacks/shirt)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** Government, political science, environmental sciences, american studies.

**Number of Externships Offered:** 1

**Eligible Class Years:** Junior;Senior;

**This Experience Offers Housing/Transportation:** None

## Government

**Externship Number: 44**

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**Industry:** Government

**Department Function:** Public Policy and Constituent Outreach

**Organization:** Montgomery County Council - Office of Councilmember Evan Glass

**Externship Location:** Rockville, MD

**Host Information:** Alumnus/Alumna

**Host's Title:** Chief of Staff

**Organization Website:** <https://www.montgomerycountymd.gov/glass/>

**About the Organization:** At-Large Montgomery County, MD Councilmember Evan Glass was elected to the Council this past November and is the County's first LGBTQ+ Councilmember. In this capacity, Councilmember Glass represents over 1.1 million constituents and has oversight of the County's \$5.7 billion budget. In his short 6 months, our office has worked to enact pay equity legislation and we passed an initiative to expand free bus service for youth under the age of 18. Our office is focused on public policy research and constituent outreach.

**About the Externship:** As the Chief of Staff for Councilmember Glass, I oversee his legislative, political and outreach operations. The student would help the team conduct research specific to legislation the Councilmember is leading.

**Length of the Experience:** 10 days

**Expected Attire:** Business Casual (Dress slacks/shirt)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** Open mind and willingness to learn; ties to Montgomery County, MD a plus.

**Number of Externships Offered:** 1

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** None



## Government

**Externship Number: 45**

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**Industry:** Government

**Department Function:** Medicare and Medicaid consulting and advocacy on behalf of hospitals, pharmaceutical providers and long-term care providers, government relations & lobbying with legislators and administrative officials

**Organization:** DeBrunner & Associates

**Externship Location:** Harrisburg, PA

**Host Information:** Alumnus/Alumna

**Host's Title:** Senior Policy Analyst

**Organization Website:** [www.debrunner.us](http://www.debrunner.us)

**About the Organization:** DeBrunner & Associates is a national health policy consulting and advocacy firm that specializes in government health care reimbursement for programs such as Medicare and Medicaid. Our Government Relations team helps manage Pennsylvania health policy issues for our clients. We help them identify the state issues that are important to them; define, track, and analyze those issues; and determine how proposed policy changes might affect them. Then externally, we influence policy development by communicating the client's needs to the Pennsylvania General Assembly and the state's executive branch.

**About the Externship:** The student will shadow our Government Relations Senior Associate in managing client work and expectations, monitoring and tracking legislative and administrative developments, advocating on behalf of client issues, working closely with other lobbying firms to meet these objectives and reporting back to clients. Dependent on the General Assembly session schedule, this experience may include attending legislative hearings or meetings in the state capitol building or public meetings held by the executive branch. The externship experience could be for 1-2 days.

**Length of the Experience:** 1 day

**Expected Attire:** Business Professional (Suit)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** Political science, law & policy, social work, interest in health care policy, non-profits, association management, or politics

**Number of Externships Offered:** 1

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** None

## Government

**Externship Number: 46**

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**Industry:** Government

**Department Function:** Government - Legislative and Constituent Services

**Organization:** PA House of Representatives

**Externship Location:** Hanover, PA

**Host Information:** Alumnus/Alumna

**Host's Title:** State Representative

**Organization Website:** repklunk.com

**About the Organization:** As a State Representative in Pennsylvania's General Assembly, I serve over 65,000 people in the 169th legislative district located in southwestern York County. I split my time between my district office in Hanover and my capitol office in Harrisburg. I am one of 203 members who convene in Harrisburg to create, debate, and vote on legislation that impacts the lives of all Pennsylvanians.

**About the Externship:** As a state representative the nature of what I do varies from day to day. If I am in my district, I am usually meeting with constituents, business owners and other who have a vested interest in what happens in our local community. We host a number of events for our constituents. Events range from open houses where folks come and speak with me about concerns they may have, to tours of businesses or organizations, to educational events on legislative topics. When I am in Harrisburg, I vote on legislation and attend committee hearings and meetings with constituents and lobbyists. No two days are alike. The student will bare witness to what a legislator does and how the decisions we make have real and lasting impacts on the communities in which we serve.

**Length of the Experience:** 10 days

**Expected Attire:** Business Professional (Suit)

**F-1 Visa Eligibility:** My externship will include student participation beyond shadowing; therefore, international students with F1 visas should not apply.

**Skills & Attributes beneficial for student to possess:** It would be important that the student have a basic understanding of the legislative process and have solid written and oral communication skills. Preferable majors include: political science, law & public policy, pre-law, economics, history, and international relations. They should express a strong interest in government/legislative work.

**Number of Externships Offered:** 2

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** None

## Government

**Externship Number: 47**

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**Industry:** Government

**Department Function:** Diplomatic Protocol (working with and hosting international dignitaries)

**Organization:** U.S. Department of State, Office of the Chief of Protocol

**Externship Location:** Washington, DC

**Host Information:** Alumnus/Alumna

**Host's Title:** Senior Protocol Officer for Visits

**Organization Website:** <https://www.state.gov/bureaus-offices/bureaus-and-offices-reporting-directly-to-the-secretary/office-of-the-chief-of-protocol/>

**About the Organization:** The Office of the Chief of Protocol seeks to advance the foreign policy goals of the United States by creating an environment for successful diplomacy. Our team extends the first hand that welcomes presidents, prime ministers, ruling monarchs, and other leaders to our country. By serving on the front lines of diplomatic engagement, we promote cross-cultural exchange and build new bridges of understanding between people and governments around the world.

**About the Externship:** The Visits division plans, arranges, and executes detailed programs for visiting Chiefs of State and Heads of Government. From the arrival of a visiting foreign leader to their departure from the United States, Visits Officers work on the front lines of diplomacy and play a significant role in creating the framework for foreign relations. The Visits division, often working closely with other federal agencies, takes a lead role in the logistical planning of everything from bilateral meetings with the President, First Lady, Vice President, and Secretary of State, to Official and State visits and large scale international meetings and summits. Depending on what we have going on in January, it's possible that the student would see some of the work involved in coordinating a visit, but at the very least, meet colleagues to learn about the team, the Office of the Chief of Protocol as a whole, and take tours of the Diplomatic Reception Rooms at State Department and hopefully the White House as well to see where and how our principals host foreign dignitaries in Washington, D.C.

**Length of the Experience:** 2 days

**Expected Attire:** Business Professional (Suit)

**F-1 Visa Eligibility:** My externship will include student participation beyond shadowing; therefore, international students with F1 visas should not apply.

**Skills & Attributes beneficial for student to possess:** Interest/experience with events and logistical coordination, but also international affairs. While at Dickinson, I found protocol because I was constantly planning events through Senate, MOB, and other groups, while majoring in International Studies (and studied abroad for a year in Malaga, Spain).

**Number of Externships Offered:** 1

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** None

## Government

**Externship Number: 48**

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**Industry:** Government

**Department Function:** Development of Affordable Multifamily Housing

**Organization:** Pennsylvania Housing Finance Agency

**Externship Location:** Harrisburg, PA

**Host Information:** Alumnus/Alumna

**Host's Title:** Senior Development Officer

**Organization Website:** [www.phfa.org](http://www.phfa.org)

**About the Organization:** Financing and development of both single and multifamily housing throughout the Commonwealth of Pennsylvania.

**About the Externship:** Financing and development of multifamily affordable housing throughout the Commonwealth of Pennsylvania. The student(s) will observe staff meetings, possibly sit-in on other meetings and conference calls and meet with other appropriate staff members explaining their various roles and responsibilities.

**Length of the Experience:** 5 days

**Expected Attire:** Business Casual (Dress slacks/shirt)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** Interested in community development and public policy and/or accounting and finance.

**Number of Externships Offered:** 2

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** None

**Externship Number: 49**

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**Industry:** Healthcare  
**Department Function:** General Dentistry

**Organization:** Elizabeth M Attreed, DDS

**Externship Location:** Stafford, Virginia

**Host Information:** Parents

**Host's Title:** Owner/Dentist

**Organization Website:** [elizabethmattreeddds.com](http://elizabethmattreeddds.com)

**About the Organization:** Single practitioner office. Providing dental care to the community for 31 years. All ages and varied procedures from hygiene to root canals and implants.

**About the Externship:** Learn the workings of a dental practice, hygiene, office staff, payroll.

**Length of the Experience:** 4 days

**Expected Attire:** Smart Casual (Dress jeans/sweater)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** An interest in the field of study

**Number of Externships Offered:** 1

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** Transportation

Externship Number: **50**

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**Industry:** Healthcare  
**Department Function:** Counseling

**Organization:** Our Place - Mental Health America of SC

**Externship Location:** Charleston, South Carolina

**Host Information:** Alumnus/Alumna

**Host's Title:** Clinical Counselor

**Organization Website:** N/A

**About the Organization:** Our Place is a group therapy facility for adults with severe mental illness. Using a Clubhouse model of therapy, we educate clients on psychoeducation, functional life skills (cooking, cleaning, money management, etc.), emotional regulation, coping skills, medication management, and community integration. We are typically one of the last steps in the clients' recovery and the goal is to help them to lead the most independent life they are capable of.

**About the Externship:** The student will learn about the symptoms and experiences of people who have been diagnosed with severe mental illness. He/She will observe group therapy sessions where we discuss symptom management, exercise and nutrition, life skills education, coping skills, money management, and more. The student will have the option to present a group on a psychotherapy topic of their choice. Student will learn and observe the assessment process of new clients.

**Length of the Experience:** 5 days

**Expected Attire:** Smart Casual (Dress jeans/sweater)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** \*Psychology/neuroscience major and/or interest in social work/counseling/mental health

\*Social/outgoing/willing to interact with clients

\*\*\*Student will need to pass a standard background check before beginning externship (we will provide form/process paperwork)\*\*\*

**Number of Externships Offered:** 2

**Eligible Class Years:** Junior;Senior;

**This Experience Offers Housing/Transportation:** Transportation

**Externship Number: 51**

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**Industry:** Healthcare  
**Department Function:** Pharmaceutical Sales

**Organization:** Horizon Therapeutics  
**Externship Location:** Washington, DC  
**Host Information:** Alumnus/Alumna  
**Host's Title:** Area Sales Director

**Organization Website:** [www.horizontherapeutics.com](http://www.horizontherapeutics.com)

**About the Organization:** We're Horizon, a global biopharmaceutical company driven by a simple idea: we believe that science and compassion must work together to transform lives. At Horizon, we're driven by a clear purpose; to improve patients' lives. And the clearest expression of that purpose is the portfolio of medicines we offer to treat rare and rheumatic diseases.

**About the Externship:** The student will experience a day in the life of a pharmaceutical sales representative. It will begin with a meeting with myself, the Area Sales Director. I will provide an overview of the industry, of Horizon Therapeutics and the roles/responsibilities of a pharmaceutical sales representative. Then the student will get the opportunity to spend the rest of the day shadowing a pharmaceutical sales representative on my team.

**Length of the Experience:** 1 day

**Expected Attire:** Business Professional (Suit)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** The student should be majoring in or have an interest in business or science and must have strong interpersonal skills.

**Number of Externships Offered:** 1

**Eligible Class Years:** Junior;Senior;

**This Experience Offers Housing/Transportation:** None

## Healthcare

**Externship Number: 52**

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**Industry:** Healthcare

**Department Function:** Caring for patients

**Organization:** OAA ORTHOPAEDIC GROUP

**Externship Location:** Allentown, PA

**Host Information:** Husband is an alum

**Host's Title:** Physician

**Organization Website:** Oaaortho.com

**About the Organization:** I am a sports medicine physician in a large multi specialty orthopedic group.

**About the Externship:** Musculoskeletal medicine including concussion management

**Length of the Experience:** 1 day

**Expected Attire:** Business Casual (Dress slacks/shirt)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** Interest in medicine

**Number of Externships Offered:** 2

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** None



## Healthcare

**Externship Number: 53**

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**Industry:** Healthcare

**Department Function:** I run the entire entity

**Organization:** De Groot Orthopedic Chiropractic Center

**Externship Location:** Wilmington, DE

**Host Information:** Alumnus/Alumna

**Host's Title:** Doctor, Director

**Organization Website:** [www.degrootchiropractic.com](http://www.degrootchiropractic.com)

**About the Organization:** Chiropractic clinic with orthopedic specialty, physical rehab and PT, 37 years in business.

**About the Externship:** The delivery of chiropractic healthcare to a variety of ages and conditions - from evaluation to diagnosis to treatment program formulation to delivery.

**Length of the Experience:** 3 days

**Expected Attire:** Business Casual (Dress slacks/shirt)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** Good communication skills, outgoing personality, science background.

**Number of Externships Offered:** 1

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** None

**Externship Number: 54**

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**Industry:** Healthcare  
**Department Function:** Cardiology

**Organization:** Mount Nittany Physician Group  
**Externship Location:** State College, PA  
**Host Information:** Alumnus/Alumna  
**Host's Title:** Cardiologist

**Organization Website:** jgeatonmd@gmail.com

**About the Organization:** Private hospital and physician group in central Pennsylvania.

Affiliations with Penn State Hershey.

**About the Externship:** I sponsored a student for the first time last year... a great experience on both sides! You will shadow me during our time in the hospital and office. I hope to teach you about medicine and cardiology in rural Pennsylvania!

**Length of the Experience:** 5 days

**Expected Attire:** Business Casual (Dress slacks/shirt)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** Interest in the medical field.

**Number of Externships Offered:** 1

**Eligible Class Years:** Junior;Senior;

**This Experience Offers Housing/Transportation:** None

Externship Number: 55

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**Industry:** Healthcare  
**Department Function:** Marketing

**Organization:** GSK  
**Externship Location:** Philadelphia, PA  
**Host Information:** Alumnus/Alumna  
**Host's Title:** Sr. Director Content Strategy & Operations

**Organization Website:** [www.gsk.com](http://www.gsk.com)

**About the Organization:** GSK is a global pharmaceutical company based in London

We focus Respiratory products, Vaccines, Specialty biologics and Oncology

We have 2 sites in the US; one in Philadelphia, PA and one in RTP, NC

**About the Externship:** Students will have the ability to learn about pharmaceutical marketing, sales, and commercial operations. The externship will need to take place between January 15-17 because of scheduled travel.

**Length of the Experience:** 2 days

**Expected Attire:** Business Casual (Dress slacks/shirt)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:**

**Number of Externships Offered:** 2

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** None

Externship Number: **56**

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**Industry:** Healthcare  
**Department Function:** Orthodontics

**Organization:** Dr. Amy E. James, DMD, PA

**Externship Location:** Haddonfield, NJ

**Host Information:** Alumnus/Alumna

**Host's Title:** Orthodontist

**Organization Website:** [ajsmiles.com](http://ajsmiles.com)

**About the Organization:** I am a solo practitioner who provides orthodontic treatment to patients of all ages in a very progressive office. I have been in practice for over 20 years, have a very cohesive support team in my private practice, and I teach in the graduate department of orthodontics at Temple University.

**About the Externship:** As an early adopter, I utilize all the technologic advances to diagnose, treatment plan and treat patients with braces, clear aligners (ie. Invisalign) or other appliances to straighten the teeth, correct malocclusions (bad bites) and perfect smiles.

**Length of the Experience:** 3 days

**Expected Attire:** Business Casual (Dress slacks/shirt)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** An interest in dentistry or a specialty in orthodontics

**Number of Externships Offered:** 1

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** None

## Healthcare

**Externship Number: 57**

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**Industry:** Healthcare  
**Department Function:** Practicing physician

**Organization:** Medstar  
**Externship Location:** Timonium, Maryland  
**Host Information:** Parents  
**Host's Title:** Orthopaedic Surgeon

**Organization Website:** <http://medstarunionmemorial.org/>

**About the Organization:** I am a practicing orthopaedic surgeon in the Baltimore area with focus in sports medicine. Internship will be shadowing my day to day schedule which includes office visits, operating room observation, and sporting event coverage.

**About the Externship:** Shadowing an orthopaedic surgeon

**Length of the Experience:** 5 days

**Expected Attire:** Business Casual (Dress slacks/shirt)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** Experience includes observation in operating room and observation/interaction with patients. Will require documentation of immunizations, recent flu shot and ppd(TB) testing.

**Number of Externships Offered:** 1

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** None

## Healthcare

**Externship Number: 58**

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**Industry:** Healthcare

**Department Function:** Administration-Oversee all operations of the community

**Organization:** Shalom Park

**Externship Location:** Aurora, CO

**Host Information:** Alumnus/Alumna

**Host's Title:** Nursing Home Administrator

**Organization Website:** <https://shalompark.org/>

**About the Organization:** Shalom Park is a nonprofit Jewish Nursing Home where those who need 24-hour skilled nursing care:

- live their lives with dignity, honor and respect.
- receive the emotional, spiritual, social, residential, and medical support that allows them to live a life worth living.

Our Mission:

- “Creating a joyful community where honor and belonging flourish”
- Shalom Park is an Eden Alternative Community, to learn about this philosophy/model visit [www.edenalt.org](http://www.edenalt.org)

**About the Externship:** As the Nursing Home Administrator it is my responsibility to ensure sound fiscal management, regulatory compliance, financial planning and forecasting for a 135 bed nursing home. We host a variety of externships throughout the year for many different career paths. The student who chooses to spend their externship with us will have the opportunity to learn/shadow in a variety of departments including nursing, social work, business office, human resources, and general administration.

**Length of the Experience:** 10 days

**Expected Attire:** Business Casual (Dress slacks/shirt)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** A kind heart, the ability to deal with people from different backgrounds, and the drive to want to enhance the lives of the elders in communities like Shalom Park serve..

**Number of Externships Offered:** 3

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** None

**Externship Number: 59**

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**Industry:** Healthcare  
**Department Function:** physician

**Organization:** Somers Podiatry  
**Externship Location:** Somers, NY  
**Host Information:** Uncle  
**Host's Title:** Podiatrist

**Organization Website:** somerspodiatriy.com

**About the Organization:** I am a self employed podiatrist who performs surgery and provides medical care for foot disorders.

**About the Externship:** Observe surgery in a hospital and office setting. Observe podiatric medical management of patients in office.

**Length of the Experience:** 4 days

**Expected Attire:** Business Casual (Dress slacks/shirt)

**F-1 Visa Eligibility:** My externship will include student participation beyond shadowing; therefore, international students with F1 visas should not apply.

**Skills & Attributes beneficial for student to possess:** Intern must have an interest in healthcare. They should have a respectful attitude and show compassion.

**Number of Externships Offered:** 1

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** None

Externship Number: **60**

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**Industry:** Healthcare

**Department Function:** emergency medicine for cats and dogs

**Organization:** WestVet Emergency and Specialty Center

**Externship Location:** Garden City, ID

**Host Information:** Alumnus/Alumna

**Host's Title:** emergency veterinarian

**Organization Website:** westvet.net

**About the Organization:** We are the only emergency and specialty center for dogs and cats in the state of Idaho. We offer CT, MRI, and advanced surgical and oncology treatment options. We have specialists in internal medicine, oncology, cardiology, critical care, ophthalmology, neurology, surgery, cat behavior, radiology, and dermatology. We host intern and resident programs each year and have about 180 employees.

**About the Externship:** I provide emergency and critical care for cats and dogs who present through our emergency service. The intern would shadow me in emergent situations, during emergency procedures, and in exam rooms.

**Length of the Experience:** 4 days

**Expected Attire:** Business Casual (Dress slacks/shirt)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:**

**Number of Externships Offered:** 1

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** Housing



Externship Number: **61**

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**Industry:** Healthcare  
**Department Function:** Hospital

**Organization:** UPMC Pinnacle  
**Externship Location:** Harrisburg, PA  
**Host Information:** Alumnus/Alumna  
**Host's Title:** Medical Director

**Organization Website:** PinnacleHealth.org

**About the Organization:** We provide hospital care to the patients of our community.

**About the Externship:** My practice is a mix of clinical (patient care) and administrative (system care). The student will be exposed to a variety of medical activities associated with hospital medicine.

**Length of the Experience:** 3 days

**Expected Attire:** Business Casual (Dress slacks/shirt)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** The student should have a genuine interest in a career in healthcare.

**Number of Externships Offered:** 1

**Eligible Class Years:** Sophomore;Junior;Senior;

**This Experience Offers Housing/Transportation:** None

## Healthcare

**Externship Number: 62**

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**Industry:** Healthcare  
**Department Function:** general dentistsolo

**Organization:** Rakowsky Family Dentistrygeneral

**Externship Location:** Ottsville, Pa

**Host Information:** Parents

**Host's Title:** general dentist

**Organization Website:** lfrakowskydmd@frontier.net.net

**About the Organization:** Solo, insurance independent, 35 yr old ,private, successful dental practice recently totally restored

**About the Externship:** Chairside dentistry. Front office insurance and office scheduling

**Length of the Experience:** 1 day

**Expected Attire:** Business Casual (Dress slacks/shirt)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** desire to pursue a career in dentistry

**Number of Externships Offered:** 1

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** Housing

## Healthcare

**Externship Number: 63**

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**Industry:** Healthcare

**Department Function:** Forensic and community psychology

**Organization:** Hempfield Behavioral Health

**Externship Location:** Harrisburg, PA

**Host Information:** Parents

**Host's Title:** President

**Organization Website:** [Hempfieldpa.com](http://Hempfieldpa.com)

**About the Organization:** Hempfield is a community-based organization that solves individual and community level problems through applying science-based solutions. Hempfield is a leader in evidence-based prevention and treatment and operates Multisystemic Therapy for delinquency treatment, Good Behavior Game for drug prevention, IYS for child abuse prevention, PATHS for wellness, and Aggression Replacement Training for delinquency prevention.

**About the Externship:** I am a community and forensic psychologist. My extern will be exposed to court proceedings, treatment team meetings for juvenile delinquency, and possibly consultation with child welfare workers.

**Length of the Experience:** 3 days

**Expected Attire:** Business Casual (Dress slacks/shirt)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** Interest in behavioral science or community psychology.

**Number of Externships Offered:** 2

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** None

Externship Number: **64**

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**Industry:** Healthcare  
**Department Function:** Neurology

**Organization:** Cooper University Hospital  
**Externship Location:** Camden, NJ  
**Host Information:** Alumnus/Alumna  
**Host's Title:** Resident Physician

**Organization Website:** <https://www.cooperhealth.org/>

**About the Organization:** Cooper University Health Care is the leading academic health system in South Jersey. Cooper includes South Jersey's only Level I trauma center (Cooper University Hospital), a leading cancer center (MD Anderson Cancer Center at Cooper), the only Level II pediatric trauma center in the Delaware Valley (Children's Regional Hospital), one of the largest physicians group in the region, four urgent care centers, and more than 100 outpatient offices throughout South Jersey and Pennsylvania.

**About the Externship:** I am a junior resident in the Neurology Department. We provide high-quality care for conditions that affect and/or arise from the nervous system, such as stroke, seizure, and multiple sclerosis, among many, many others. This externship is a rare opportunity to get a close look into graduate medical education and speak to residents, medical students, and attending physicians about their experiences on the journey to becoming a doctor. The participant will attend daily teaching rounds and lectures, shadow medical students and residents, and have the opportunity to see a variety of neurologic diseases up close, including emergencies.

**Length of the Experience:** 7 days

**Expected Attire:** Business Casual (Dress slacks/shirt)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** This experience will be most valuable for those interested in medical school, particularly those who have studied neuroscience or are interested in neurology. The student chosen for this externship will be expected to be an active learner and member of the team, and to study the basics of topics presented during the day.

**Number of Externships Offered:** 1

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** None

## Healthcare

**Externship Number: 65**

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**Industry:** Healthcare

**Department Function:** Medical doctor's office

**Organization:** ENT and Allergy Associates, LLP

**Externship Location:** Riverhead, NY

**Host Information:** Alumni and parent

**Host's Title:** Physician

**Organization Website:** ENTand Allergy.com

**About the Organization:** I am a private practice physician who is a partner in ENT and Allergy Associates which is the largest Private practice ENT group in the Country. My office consists of 4 ENT doctors, 1 Allergist and 4 Audiologists. We see a Full range of diseases of the Ears, Nose and Throat and Head and Neck as well as Allergy testing and treatment and full Audiology services.

**About the Externship:** As an Otolaryngologist - a doctor specializing in diseases of the Ears, Nose and Throat, I see a variety of both Pediatric and Adult patients. The extern would shadow me during office visits/clinics and possibly in the operating room. They would be able to observe office based procedures, Allergy testing and Audiology testing.

**Length of the Experience:** 5 days

**Expected Attire:** Business Casual (Dress slacks/shirt)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** An extern would most benefit from time with me if there is an interest in some aspect of the field of health professions. Science major is helpful, but not necessary.

**Number of Externships Offered:** 1

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** Housing

Externship Number: **66**

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**Industry:** Healthcare  
**Department Function:** Medical/Health

**Organization:** Premiere Orthopaedics  
**Externship Location:** Ridley Park, PA  
**Host Information:** Parents  
**Host's Title:** Orthopedic Surgeon

**Organization Website:** premierortho.com

**About the Organization:** At Premier Orthopaedics, everything we do is done through the eyes of our patients.

It's why we only hire the brightest, most experienced, bone, muscle and joint specialists. It's why we offer an unparalleled range of services—from sports medicine, concussion assessment and joint replacement to shoulder, wrist, elbow, hand and spine surgery. Most importantly it's why we provide care in a responsive, personal and convenient manner you won't find with other orthopaedic providers.

**About the Externship:** Shadow an Orthopedic Surgeon

**Length of the Experience:** 4 days

**Expected Attire:** Business Casual (Dress slacks/shirt)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** Willingness to observe, listen and learn

**Number of Externships Offered:** 1

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** None

**Externship Number: 67**

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**Industry:** Healthcare  
**Department Function:** physician

**Organization:** DocMJ, CentraCare  
**Externship Location:** Casselberry, Florida  
**Host Information:** Alumnus/Alumna  
**Host's Title:** physician

**Organization Website:** Adventist Health Florida Hospital

**About the Organization:** Urgent care locations throughout central Florida. Medical cannabis offices throughout the state of Florida.

**About the Externship:** They will see the various options that exist in primary care medicine today. They will observe interaction with patients and staff as well as electronic medical record application in practice.

**Length of the Experience:** 5 days

**Expected Attire:** Business Casual (Dress slacks/shirt)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** Interest in health care and possibly pre-medicine pathway

**Number of Externships Offered:** 1

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** Housing

**Externship Number: 68**

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**Industry:** Law

**Department Function:** Administration of Justice

**Organization:** Cumberland County Court of Common Pleas

**Externship Location:** Carlisle, PA

**Host Information:** Alumnus/Alumna

**Host's Title:** Judge

**Organization Website:** [ccpa.net](http://ccpa.net)

**About the Organization:** Judges Kevin A. Hess ('69), Edward E. Guido ('73) and I have had numerous college interns over the years, both in the courthouse and in private practice. We hope to continue making the courthouse accessible to Dickinson students through this new program.

For students interested in pursuing legal careers, a two-block walk to the square is a convenience they must not miss.

**About the Externship:** As judicial externs, the students will have the opportunity to observe all facets of civil and criminal litigation in the trial courts. They will be able to interact with judges, law clerks and lawyers. Although this is a brief exposure to the law, depending on their experience and ability, they could be involved in research and drafting as well. The internship can be from one day to two weeks in length.

**Length of the Experience:** 10 days

**Expected Attire:** Business Professional (Suit)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** A short-term exposure to the courtroom requires little more than a general interest in the law. Obviously, familiarity with some aspect of the law may make the experience more rewarding, but there are no prerequisites.

**Number of Externships Offered:** 2

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** None



**Externship Number: 69**

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**Industry:** Law

**Department Function:** Family Law/Estate Planning

**Organization:** Law Office of R. Scott Aldridge

**Externship Location:** Media, PA

**Host Information:** Alumnus/Alumna

**Host's Title:** Attorney

**Organization Website:** [www.saldrigelaw.com](http://www.saldrigelaw.com)

**About the Organization:** I am a sole practitioner who maintains a county court house practice. I would expect to answer questions about becoming an attorney and will take the student(s) to watch various proceedings at the Delaware County Court House. I would not expect to ask to student to do any work.

**About the Externship:** The student would have the opportunity to observe a county courthouse practice.

**Length of the Experience:** 3 days

**Expected Attire:** Business Casual (Dress slacks/shirt)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** An interest in becoming an attorney.

**Number of Externships Offered:** 2

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** None

**Externship Number: 70**

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**Industry:** Law  
**Department Function:** Immigration Law

**Organization:** Access to Law Foundation

**Externship Location:** Norcross, Georgia

**Host Information:** Alumnus/Alumna

**Host's Title:** Staff Attorney

**Organization Website:** 30071

**About the Organization:** We are a nonprofit foundation dedicated to ensuring no vulnerable person goes without access to law based solely on inability to pay. We set up sliding scale and reduced fee schedules, but the attorneys from our private firm attach A2L cases to their regular docket. You get the same quality legal representation regardless of your income.

**About the Externship:** I am responsible for the majority of immigration cases in the office. During the experience, the student will observe consultations with clients, observe policy and practice discussions with attorneys on how to adjust to rapidly changing policy decisions, and shadow the attorney in court if a hearing is scheduled during the placement. Opportunity will also be available to discuss office administration and other fields of practice with the staff, paralegals and other attorneys in the office.

**Length of the Experience:** 4 days

**Expected Attire:** Business Casual (Dress slacks/shirt)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** bilingual (English/Spanish)

**Number of Externships Offered:** 1

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** None

Externship Number: **71**

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**Industry:** Law

**Department Function:** Law and Marketing

**Organization:** Morgan & Morgan / ClassAction.com

**Externship Location:** Philadelphia, PA

**Host Information:** Alumnus/Alumna

**Host's Title:** Attorney / General Manager

**Organization Website:** [forthepeople.com](http://forthepeople.com)

**About the Organization:** Morgan & Morgan is the largest plaintiffs firm in the country, with over 500 lawyers in 14 states, handling product liability, mass tort, personal injury, workers compensation, and medical malpractice cases. Our ClassAction.com brand is a website that educates you and helps you hold big companies accountable for the harm they cause. We keep you in the know about the products you buy, the services you use, the stocks and securities you invest in, and the medications and medical devices you depend on. We also help individuals sue big, negligent companies and potentially recover compensation for physical injuries, financial losses, and other harm.

**About the Externship:** I am one of the few attorneys on the business side of our firm, managing our marketing, referral relationships, and strategic partnerships. The student will learn the nature of plaintiffs' work, the business of running a law firm, and I will afford opportunities to shadow my colleagues in the office who are litigating day-to-day if that is desired.

**Length of the Experience:** 3 days

**Expected Attire:** Business Casual (Dress slacks/shirt)

**F-1 Visa Eligibility:** My externship will include student participation beyond shadowing; therefore, international students with F1 visas should not apply.

**Skills & Attributes beneficial for student to possess:** Anyone interested in going to law school, or interested in the legal marketing space.

**Number of Externships Offered:** 2

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** None

## Media/Communications

**Externship Number: 72**

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**Industry:** Media/Communications  
**Department Function:** Project Management

**Organization:** DiD Agency  
**Externship Location:** Ambler, PA  
**Host Information:** Alumnus/Alumna  
**Host's Title:** Associate Project Manager

**Organization Website:** didagency.com

**About the Organization:** DiD is an independent full service pharmaceutical advertising firm. We offer print and digital marketing, media and analytics, and brand strategy all in-house. Our audience is both consumer and professional. Some of our clients include: Johnson & Johnson, Bausch + Lomb, and L'Oreal.

**About the Externship:** As a project manager, I work cross functionally with the various departments at DiD. I work closely with the Account lead to ensure client deliverables stay on budget and on timeline with the correct resources allocated. The student will be able to experience the dynamic of working at an advertising firm and gain insight to the various roles within an agency.

**Length of the Experience:** 4 days

**Expected Attire:** Smart Casual (Dress jeans/sweater)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:**

**Number of Externships Offered:** 1

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** None

## Media/Communications

**Externship Number: 73**

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**Industry:** Media/Communications  
**Department Function:** Human Resources

**Organization:** NBC Universal  
**Externship Location:** New York, NY  
**Host Information:** Alumnus/Alumna  
**Host's Title:** SVP Human Resources

**Organization Website:** <http://www.nbcuniversal.com>

**About the Organization:** NBC Universal owns and operates a valuable portfolio of news and entertainment television networks, a premier motion picture company, significant television production operations, a leading television stations group, world-renowned theme parks, and a suite of leading Internet-based businesses. NBC Universal is a subsidiary of Comcast Corporation.

**About the Externship:** The student assigned to this externship will be joining the Human Resources team at NBCUniversal that partners with our Technology, Operations, Finance and Digital divisions. The student will have the opportunity to learn about the company and the business of media & entertainment, see first hand what the role of an HR professional is in a company like NBCUniversal, join meetings and hear about current topics within HR & the media industry, and have the opportunity to network with HR professionals in various specialties, including recruitment, compensation, benefits, employment law, labor relation, and HR operations. The externship will be based in NBC's 30 Rockefeller headquarters where the student will also have the chance to visit and tour through our facilities and TV studios. This would be a 1 day shadowing experience.

**Length of the Experience:** 1 day

**Expected Attire:** Business Casual (Dress slacks/shirt)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** Experience/Coursework in Human Resources; interest in/knowledge of the media industry

**Number of Externships Offered:** 1

**Eligible Class Years:** Senior;

**This Experience Offers Housing/Transportation:** None

## Media/Communications

Externship Number: **74**

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**Industry:** Media/Communications  
**Department Function:** Brand Marketing

**Organization:** Delia Associates  
**Externship Location:** Whitehouse, NJ  
**Host Information:** Alumnus/Alumna  
**Host's Title:** President/CEO

**Organization Website:** <http://www.delianet.com/>

**About the Organization:** 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.

**About the Externship:** Delia Associates is a 11-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.

**Length of the Experience:** 1 day

**Expected Attire:** Business Casual (Dress slacks/shirt)

**F-1 Visa Eligibility:** My externship will include student participation beyond shadowing; therefore, international students with F1 visas should not apply.

**Skills & Attributes beneficial for student to possess:** Energetic, positive, and goal-oriented

**Number of Externships Offered:** 2

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** Housing

## Media/Communications

**Externship Number: 75**

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**Industry:** Media/Communications

**Department Function:** Marketing, Fan Support, Marketing Self-Service and Customer Care

**Organization:** ESPN, Inc.

**Externship Location:** New York, New York

**Host Information:** Alumnus/Alumna

**Host's Title:** Senior Director of Fan Support

**Organization Website:** [www.espn.com](http://www.espn.com)

**About the Organization:** ESPN is a U.S.-based global pay television sports channel owned by ESPN Inc., a joint venture owned by The Walt Disney Company and Hearst Communications. The company was founded in 1979 by Bill Rasmussen along with his son Scott Rasmussen and Ed Egan.

**About the Externship:** Shadow the Senior 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).

**Length of the Experience:** 2 days

**Expected Attire:** Business Casual (Dress slacks/shirt)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** Passionate about sports, team environment.

Sophomore, Junior or Senior looking for a possible full-term internship with ESPN in the future.

**Number of Externships Offered:** 1

**Eligible Class Years:** Sophomore;Junior;Senior;

**This Experience Offers Housing/Transportation:** None

## Media/Communications

Externship Number: **76**

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**Industry:** Media/Communications

**Department Function:** I oversee everything both on and off the field. Corporate Sales, ticket sales, PR, Football Ops

**Organization:** AC Blackjacks

**Externship Location:** Voorhees, nj

**Host Information:** Parents

**Host's Title:** VP of Business Operations

**Organization Website:** [www.acblackjacks.com](http://www.acblackjacks.com)

**About the Organization:** The Atlantic City Blackjacks, located on the southern coast of New Jersey, are an expansion arena football team who completed their inaugural season in July of 2019. The fifth team in the newly reorganized Arena Football League (AFL), the Blackjacks entire six game home schedule is played at the historic 10,500 seat Jim Whelan Boardwalk Hall, directly off of the beautiful beaches and Atlantic City boardwalk. The Blackjacks averaged close to 6,000 fans per game. All games are broadcast live on NBC Sports Philadelphia and streamed via the ESPN family of networks. The AFL has announced expansion for two (2) to four (4) new markets each year for the next five (5) years.

**About the Externship:** Ticket sales, corporate sponsorship sales, team marketing, PR, facility operations ... essentially how a AFL team is run. We are only a staff of 4 ticket sales people, one client services person, and me. Part time, we have a marketing, game ops, and a PR person who we share with the Philadelphia Soul and then seasonal help.

**Length of the Experience:** 5 days

**Expected Attire:** Smart Casual (Dress jeans/sweater)

**F-1 Visa Eligibility:** My externship will include student participation beyond shadowing; therefore, international students with F1 visas should not apply.

**Skills & Attributes beneficial for student to possess:** Someone who is interested in event management, sports management, sales, or marketing.

**Number of Externships Offered:** 3

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** None

**No Longer Available**



## Museum/Special Collections

**Externship Number: 77**

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**Industry:** Museum/Special Collections  
**Department Function:** Adult Programs

**Organization:** National Gallery of Art  
**Externship Location:** Washington, DC  
**Host Information:** Alumnus/Alumna  
**Host's Title:** Head of Adult Programs

**Organization Website:** E-DENKER@NGA.GOV

**About the Organization:** The nation's museum – preserves, collects, exhibits, and fosters an understanding of works of art.

**About the Externship:** Students will observe and shadow the work at the National Gallery of Art and do a project related to the industry.

**Length of the Experience:** 3 days

**Expected Attire:** Business Casual (Dress slacks/shirt)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** Art History, Art, Public Speaking, History... open to all majors

**Number of Externships Offered:** 2

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** Housing

## Museum/Special Collections

**Externship Number: 78**

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**Industry:** Museum/Special Collections

**Department Function:** Special Collections Library

**Organization:** Library of Congress, Geography and Map Division

**Externship Location:** Washington, D.C.

**Host Information:** Parent of an alumnus

**Host's Title:** Cartographic Acquisitions Program Specialist

**Organization Website:** <http://www.loc.gov/rr/geogmap/>

**About the Organization:** <http://www.loc.gov/rr/geogmap/gmhist.html>

**About the Externship:** <http://www.loc.gov/rr/geogmap/acquis.html>

**Length of the Experience:** 1 day

**Expected Attire:** Smart Casual (Dress jeans/sweater)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** Potential interest in being a public servant and/or working as an archivist or special collections librarian. Interest in cartography and history.

**Number of Externships Offered:** 2

**Eligible Class Years:** Junior;Senior;

**This Experience Offers Housing/Transportation:** None

## Museum/Special Collections

**Externship Number: 79**

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**Industry:** Museum/Special Collections

**Department Function:** Collecting, preserving, and providing access to the University's archives, special collections, and rare books

**Organization:** Temple University Libraries Special Collections Research Center

**Externship Location:** Philadelphia, PA

**Host Information:** Alumnus/Alumna

**Host's Title:** Director, Special Collections

**Organization Website:** [library.temple.edu/scrc](http://library.temple.edu/scrc)

**About the Organization:** The SCRC is the principal repository for and steward of Temple University Libraries' rare books, manuscripts, archives and University records. Temple University is a state-related research university located in the North Philadelphia with a total undergraduate enrollment of approximately 30,000 and graduate enrollment of approximately 10,000.

**About the Externship:** Extern will shadow me in meetings involving collection acquisition, digitization, etc., and also be given a project (or projects) which can be tailored to student's interests and skill set, and could include exhibition research, collection inventory and management, collection processing and description.

**Length of the Experience:** 10 days

**Expected Attire:** Smart Casual (Dress jeans/sweater)

**F-1 Visa Eligibility:** My externship will include student participation beyond shadowing; therefore, international students with F1 visas should not apply.

**Skills & Attributes beneficial for student to possess:** Interest or experience in library or archival work. History or American Studies coursework. Database and data entry background. Organization skills and attention to detail.

**Number of Externships Offered:** 1

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** None

## Non-Profit Management

**Externship Number: 80**

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**Industry:** Associations

**Department Function:** Constituent engagement

**Organization:** Association of American Medical Colleges (AAMC)

**Externship Location:** Washington, DC

**Host Information:** Alumnus/Alumna

**Host's Title:** Director, Constituent Engagement: Group on Institutional Advancement

**Organization Website:** <https://www.aamc.org/>

**About the Organization:** Founded in 1876 and based in Washington, D.C., the AAMC is a not-for-profit association dedicated to transforming health care through innovative medical education, cutting-edge patient care, and groundbreaking medical research. Its members are all 154 accredited U.S. and 17 accredited Canadian medical schools; nearly 400 major teaching hospitals and health systems, including 51 Department of Veterans Affairs medical centers; and more than 80 academic societies. The AAMC focuses on transforming health care in four primary mission areas: medical education, patient care, medical research, and diversity, inclusion, and equity in health care. The Constituent Engagement Unit works with the people who work at the member institutions and provides them with professional development events, activities, and resources to help them and their institutions grow and succeed.

**About the Externship:** As the Director of Constituent Engagement for the Group on Institutional Advancement (GIA), I work with professionals at medical schools and teaching hospitals whose work largely falls within five broad disciplines: alumni relations, communications, development, marketing, and public affairs/community relations. I serve as the lead on professional development events, activities, and resources for GIA professionals and work with two immediate team members and partners throughout the association. The student will have the opportunity to learn/observe what goes into preparing a professional development conference for 600-700 people. (The institutional advancement conference is in April, and preparations started last April.) The student can also have the opportunity to conduct informational interview with other people at AAMC--whether in Constituent Engagement or beyond (e.g., in Communications, Marketing, Public Affairs, Public Policy, Health Equity, Diversity & Inclusion).

**Length of the Experience:** 2 days

**Expected Attire:** Business Casual (Dress slacks/shirt)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** It would be beneficial for the student to have good communication and interpersonal skills and an interest in institutional advancement, academic medicine, professional development, and/or associations.

**Number of Externships Offered:** 1

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** None

## Non-Profit Management

**Externship Number: 81**

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**Industry:** Non-Profit Management  
**Department Function:** corporate development, fundraising

**Organization:** Melanoma Research Foundation

**Externship Location:** Washington, DC

**Host Information:** Parents

**Host's Title:** Corporate Relations Director

**Organization Website:** [www.melanoma.org](http://www.melanoma.org)

**About the Organization:** Melanoma is the most deadly form of skin cancer, and incidence rates are rising, especially in young people. The MRF wants to raise awareness, save lives, support patients and find a cure. MRF distinguishes itself with a broad 3-part mission: to support medical RESEARCH for finding effective treatments and eventually a cure for melanoma; to EDUCATE patients and the public about the prevention, diagnosis and treatment of melanoma; and to act as an ADVOCATE for the melanoma community to raise awareness of this disease and the need for a cure.

**About the Externship:** My work is part of a development team, and I focus on raising corporate funds through sponsorship and grant support of our patient advocacy organization. Students will learn about many aspects of the organization through our work creating outreach and stewardship, building relationships and cultivating potential sponsors/donors.

**Length of the Experience:** 8 days

**Expected Attire:** Business Casual (Dress slacks/shirt)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** Open to all majors. Student should have interest in healthcare and building proposals, as well as in speaking with industry partners about the mission and programs of the MRF. Student may have opportunity to work in other areas of the organization - policy, communications and education.

**Number of Externships Offered:** 1

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** None

## Non-Profit Management

**Externship Number: 82**

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**Industry:** Non-Profit Management  
**Department Function:** Organization Director

**Organization:** St. Paul's Church in Englewood  
**Externship Location:** Englewood, NJ  
**Host Information:** Alumnus/Alumna  
**Host's Title:** Rector and Senior Clergyperson

**Organization Website:** [www.stpaulsenglewood.org](http://www.stpaulsenglewood.org)

**About the Organization:** St. Paul's Church is an Episcopal Parish comprised of a multicultural, urban community.

St. Paul's provides broad community development programs.

St. Paul's acts as a community center hosting 3 other communities of faith, WIC, after-school programming.

**About the Externship:** I am the senior priest for an Episcopal parish, requiring regular preaching, teaching, and pastoral care. As the rector, I also serve as the de facto executive director of the parish as a non-profit organization. I also have the opportunity interact and work with a broad base of leaders in other communities of faith and community organizations.

**Length of the Experience:** 7 days

**Expected Attire:** Smart Casual (Dress jeans/sweater)

**F-1 Visa Eligibility:** My externship will include student participation beyond shadowing; therefore, international students with F1 visas should not apply.

**Skills & Attributes beneficial for student to possess:** This experience is for any student interested in understand either clergy life or the operations of a charitable non-profit. All faiths and religions welcome! A student will learn about how to run a non-profit, supervising people, leading volunteers, running operations and providing support to all types of people.

**Number of Externships Offered:** 2

**Eligible Class Years:** Sophomore;All Class Years;

**This Experience Offers Housing/Transportation:**

## Non-Profit Management

**Externship Number: 83**

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**Industry:** Non-Profit Management  
**Department Function:** Technology

**Organization:** The Case Foundation  
**Externship Location:** Washington, DC  
**Host Information:** Alumnus/Alumna  
**Host's Title:** VP of Interactive Strategies

**Organization Website:** <https://casefoundation.org>

**About the Organization:** 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 embrace the Be Fearless principles and harness the best impulses of entrepreneurship, innovation, technology and collaboration to drive exponential impact. In particular, we focus on catalyzing movements and collaborating to bring forward ideas that have transformative potential and can lead us to uncover new, more impactful ways of addressing chronic social challenges.

**About the Externship:** John Jones is the Vice President of Interactive Strategies at the Case Foundation. John leads technical strategy, interactive campaign development and the digital execution for the Foundation's programs and movements. He has a passion for technology and finding ways for it to both serve and lead the Foundation's efforts. A developer by education, you can often find John dissecting new technologies and research to discover what impact it can have. John's current focus is leading an initiative at the Foundation to embrace the open source community. It is his goal to make releasing open source software a key aspect of every campaign the Foundation undertakes and establish the Case Foundation in the open source community as leaders for philanthropically-oriented projects.

**Length of the Experience:** 1 day

**Expected Attire:** Smart Casual (Dress jeans/sweater)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** Interests in philanthropy, innovation, digital media, or technology all fit within the scope of my work. In addition, for those interested in general nonprofit/foundation operations and our other issue areas such as entrepreneurship, I can arrange meetings and discussions with the appropriate people.

**Number of Externships Offered:** 3

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** None

## Non-Profit Management

**Externship Number: 84**

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**Industry:** Non-Profit Management  
**Department Function:** Executive

**Organization:** Bath Housing  
**Externship Location:** Bath, Maine  
**Host Information:** Parents  
**Host's Title:** Executive Director

**Organization Website:** bathhousing.org

**About the Organization:** Bath Housing is a mission driven organization that works to enhance housing stability for seniors, those with disabilities, and families in the greater Bath, Maine area in order to have a safe, vibrant, just and prosperous community. Stable housing is at the core of health and wellness. It promotes positive outcomes in education, employment, physical and mental health and financial stability. Housing plays a significant role in strong, resilient families and vibrant communities. The need in our region is real--the existing housing stock is not well suited to the changing demographics in our region. One in six area residents live in unstable housing situations-they can't afford it, it's a maintenance burden, or the quality is poor. Low vacancy rates and long waiting lists compound the problem.

At Bath Housing, we develop and operate housing that supports stability, self-sufficiency, self-respect and pride for residents. The housing we provide represents a long-term community asset. Bath Housing Authority was established in 1960 by resolution of the City Council of Bath; in 1984, an affiliated non-profit 501 (c) 3 corporation, Bath Housing Development Corporation, was founded with a shared mission and service area.

**About the Externship:** This externship will offer the opportunity to look at all aspects of a non-profit housing organization.

**Length of the Experience:** 2 days

**Expected Attire:** Smart Casual (Dress jeans/sweater)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** Interests in housing, non-profit organizations, real estate development, and /or property management.

**Number of Externships Offered:** 1

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** Housing



## Non-Profit Management

**Externship Number: 85**

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**Industry:** Non-Profit Management  
**Department Function:** Running the organization

**Organization:** Olympia Snowe Women's Leadership Institute

**Externship Location:** Portland, ME

**Host Information:** Alumnus/Alumna

**Host's Title:** Executive Director

**Organization Website:** [www.snoweleadershipinstitute.org](http://www.snoweleadershipinstitute.org)

**About the Organization:** The mission of the Olympia Snowe Women's Leadership Institute is to raise the confidence and aspirations of high school girls by helping them develop the skills required to be leaders in their lives, families, careers, and communities. The organization does this by pairing caring, trained advisors with groups of girls for the three-year, evidence-based program. The program progresses through the themes of "My Values" (10th grade), "My Voice" (11th grade), and "My Vision" (12th grade) and includes two gatherings with founder, Senator Olympia Snowe, each year.

**About the Externship:** In addition to the 540 girls in the Institute's program, the team of three full-time employees and three part-time employees have several stakeholder groups to support and with which to communicate to keep the organization and program moving forward. The student will have an opportunity to learn the basics of non-profit management, to work with the Director of Philanthropy to identify potential corporate and foundation donors, to learn about the three-year program and research supporting materials, and to participate as part of a team. There will be several projects for the student, as well as networking opportunities with other non-profits in the area, if that is of interest. Additional projects may be possible based on the student's skills and interests.

**Length of the Experience:** 10 days

**Expected Attire:** Business Casual (Dress slacks/shirt)

**F-1 Visa Eligibility:** My externship will include student participation beyond shadowing; therefore, international students with F1 visas should not apply.

**Skills & Attributes beneficial for student to possess:** Skills/attributes: Strong oral and written communication, solid working knowledge of Microsoft Word, Excel, and PowerPoint, detail-oriented, ability to work independently with regular opportunities to ask questions/request input, comfort navigating the Internet (research), curiosity

Interests: Non-profit management, experiential program design and development, research, development (e.g., grant writing), communications, event planning, web site content

**Number of Externships Offered:** 1

**Eligible Class Years:** Junior;Senior;

**This Experience Offers Housing/Transportation:** None

## Non-Profit Management

**Externship Number: 86**

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**Industry:** Non-Profit Management  
**Department Function:** Climate Change Resilience Programs

**Organization:** Local Government Commission

**Externship Location:** Sacramento, CA

**Host Information:** Alumnus/Alumna

**Host's Title:** Project Associate

**Organization Website:** <https://www.lgc.org/>

**About the Organization:** The Local Government Commission is a non-profit organization that builds sustainable, livable communities. We do this by providing technical assistance, developing resources, and creating networks for local governments and elected officials. Our main program areas are in Climate Change, Energy, Water, Health Community Design, and National Service. Day to work work looks like bringing together community stakeholders and decision makers to have intentional conversations about how to achieve sustainability and resiliency goals through policies and planning. Our reach is nationwide but most of our work day-to-day is in California, which is exciting as the state continues to lead the countries in these areas.

**About the Externship:** I work on our Climate Change and Energy teams. We operate like consultants in that we have contracts and grants to fund our projects which have clear timelines and deliverables. My work currently includes forming a collaborative of local governments and stakeholders to meet regularly and discuss how they can work together as a region on reaching resiliency goals. A student shadowing me will observe meetings with stakeholders and government decision makers and research on cutting edge sustainability and climate adaptation/resiliency topics. They'll also gain perspectives of both non-profit work and government work.

**Length of the Experience:** 8 days

**Expected Attire:** Business Casual (Dress slacks/shirt)

**F-1 Visa Eligibility:** My externship will include student participation beyond shadowing; therefore, international students with F1 visas should not apply.

**Skills & Attributes beneficial for student to possess:** Sustainability and climate, environmental interest

- Interest in Non-profits AND/OR local government interest
- State government interest could also benefit as we are in the capitol of the state and work with state agencies often
- We operate like consultants so those interested in environmental consulting for a for-profit company could also gain benefits from our environment
- Experience with communications, research, and stakeholder/community engagement would be beneficial

**Number of Externships Offered:** 1

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** None

## Non-Profit Management

**Externship Number: 87**

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**Industry:** Non-Profit Management

**Department Function:** community based mental health and substance abuse treatment for children, adults, and families

**Organization:** Wellmore Behavioral Health

**Externship Location:** Waterbury, CT

**Host Information:** Alumnus/Alumna

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

**Organization Website:** [www.wellmore.org](http://www.wellmore.org)

**About the Organization:** Wellmore Behavioral Health provides a wide ranges of services supporting mental health, substance abuse and wellness support for children, families and individuals. We serve a 43-town region spanning from greater Waterbury and the Naugatuck Valley to northwest Connecticut. On average, we serve more than 10,000 individuals on a yearly basis. Our services range across a variety of programs that address children's mental health, child development, family support, substance abuse treatment including medication assisted treatment, integrated primary care and several congregate care settings.

**About the Externship:** An externship experience at Wellmore will provide the opportunity for students who are interested in human services/non-profit work (mental health, substance use, clinical interventions, social work, program development/evaluation, non-profits, etc) to learn about the wide range of services provided at a community, non-profit agency. Time is spent meeting with both clinical leadership in a variety of programs and direct care staff to learn about intervention approaches, outcomes, clinical care and management of these types of programs. One day is spent exploring child-based programming and treatment, including a home visit with staff; the next day focuses on adult programming around substance use treatment and management, including shadowing a group session. The final day is spent talking with various leadership members about their management tasks (finance, human resources, development) and with a local leadership of child protective services to explore the importance of public-private partnerships to protect children. The goal of the experience is to provide Dickinson externs exposure to the variety of careers and programming within a community based non-profit.

**Length of the Experience:** 3 days

**Expected Attire:** Business Casual (Dress slacks/shirt)

**F-1 Visa Eligibility:** My externship will include student participation beyond shadowing; therefore, international students with F1 visas should not apply.

**Skills & Attributes beneficial for student to possess:** any major, interest in human services (mental health/substance abuse, clinical treatment/non-profit work/program mgmt/development), volunteer experience working with people (children, families, adults, non-profits)

**Number of Externships Offered:** 3

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** None

## Non-Profit Management

**Externship Number: 88**

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**Industry:** Non-Profit Management  
**Department Function:** Youth and Teen Programming

**Organization:** Shames JCC on the Hudson  
**Externship Location:** Tarrytown, NY  
**Host Information:** Alumnus/Alumna  
**Host's Title:** Director of Youth and Teen Engagement

**Organization Website:** Shames JCC.org

**About the Organization:** The Shames JCC on the Hudson is in the middle of a huge organizational growth: we are quadrupling our building, staff, program, and membership. Our programs include preschool, after-school care, summer and school break camps, teens, adults, educational, social, and special interest. We have a full service pool, gym, theater and private music practice rooms. We're about 30-45 mins north of NYC in Westchester County and are accessible by Metro-North or car.

**About the Externship:** My role at the JCC focuses on camp and teens: creating new programs, running them, and meeting with relevant stakeholders to improve our programs. Depending on the days you are available, you might be able to observe programs and meetings in action, or attend meetings with me in NYC about improving our educational and engagement content. I'm happy to work with you to see what would be most relevant and interesting to you and how long you would like to visit.

**Length of the Experience:** 1 day

**Expected Attire:** Smart Casual (Dress jeans/sweater)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** Interest in programming and non-profit work a plus.

**Number of Externships Offered:** 2

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** None

**Externship Number: 89**

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**Industry:** Associations

**Department Function:** Oversee all facets of the Society

**Organization:** Society for Cardiovascular Angiography & Interventions

**Externship Location:** Washington, DC

**Host Information:** Alumnus/Alumna

**Host's Title:** Chief Executive Officer

**Organization Website:** [www.scai.org](http://www.scai.org)

**About the Organization:** SCAI is a professional society (also known as an association) representing Interventional Cardiologists. There are more than 5,000 members globally with approximately 85% in the US. It is a membership organization that provides physicians and clinicians with a home for colleague engagement, education, advocacy, peer-reviewed science and face to face meetings including an annual conference and a half dozen international meetings annually. Members join the Society as part of their professional development to better serve their patients. The Society also partners with other nonprofits and industry to provide stronger programs and benefits to our members.

**About the Externship:** My team of 25 staff work with physician committees to develop programs and meetings that fulfill both SCAI's mission and strategic plan. The various departments do work in membership development, fundraising, meeting planning, marketing and communications, finance and human resources, education and quality and international growth. The work is similar to what you might find in those areas at a for profit company with the added challenge of managing relationships and expectations of a volunteer Board or Committee. An intern will have a chance to shadow the CEO for a portion of the externship to hear some of how the sausage is made from the top. But will also meet with each department and key individuals to learn more about their daily work activities and challenges. Rather than having work assignments in this brief 2-day externship, it will be a chance to observe, ask a lot of questions and participate in any scheduled meetings. The one assignment will be to write a brief 2-3 page report of what the student learned, what they found interesting, what they wish they had an opportunity to learn/do, share their ideas for the organization and any observations about areas for improvement. That report will be due within 1 week of the externship.

**Length of the Experience:** 2 days

**Expected Attire:** Business Casual (Dress slacks/shirt)

**F-1 Visa Eligibility:** My externship will include student participation beyond shadowing; therefore, international students with F1 visas should not apply.

**Skills & Attributes beneficial for student to possess:** Given the nature of associations, relationship and communication skills as well as strategic problem-solving tend to be the skills that serve best. A student with self-identified skills listed and an interest in learning about the unique benefits and challenges of working for a nonprofit would be a good match.

**Number of Externships Offered:** 1

**Eligible Class Years:** Sophomore; Junior; Senior;

**This Experience Offers Housing/Transportation:** None

## Non-Profit Management

**Externship Number: 90**

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**Industry:** Non-Profit Management

**Department Function:** Fundraising and Alumni and Parent Engagement

**Organization:** Dickinson College Office of College Advancement and Marketing and Communications

**Externship Location:** Carlisle, PA

**Host Information:** Employer

**Host's Title:** Executive Director of Donor Relations

**Organization Website:** [www.dickinson.edu](http://www.dickinson.edu)

**About the Organization:** Dickinson is a premier four-year residential liberal-arts institution chartered in 1783 and widely recognized as a leader in global and sustainability education. We prepare our graduates to face the world's challenges so they are always equipped and eager to collaborate with others to make an impact.

**About the Externship:** Join the fundraising and marketing & communications teams of Dickinson College for a two-day externship experience January 17 and 18. Meet with professional staff to explore career paths, participate in team meetings, and job shadow select staff members. Participants also will be offered the opportunity to conduct a small research project and may participate in a focus-group exercise.

**Length of the Experience:** 2 days

**Expected Attire:** Smart Casual (Dress jeans/sweater)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** This experience is open to students of all majors. Applicants need only possess interest in employment opportunities within the areas of marketing and communications, fundraising, and/or higher education/ non-profit administration.

**Number of Externships Offered:** 3

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** None

## Science & Technology

**Externship Number: 91**

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**Industry:** Science & Technology  
**Department Function:** pediatric cancer research

**Organization:** Children's Hospital of Philadelphia Oncology Research Division

**Externship Location:** Philadelphia, PA

**Host Information:** Alumnus/Alumna

**Host's Title:** Research Technician

**Organization Website:** <https://www.chop.edu/cccr>

**About the Organization:** The Children's Hospital of Philadelphia (CHOP) was the first pediatric hospital founded in America. Patients come from all over the country and even the world to be treated here. CHOP also has several different research facilities focused on finding cures for childhood diseases, with research ranging from molecular biology bench work to establishing clinical trials in patients.

**About the Externship:** As a research technician, my job is to assist the senior lab members with their projects. I currently am working with an oncologist who hopes to find synergistic drug pairs to treat children with high risk acute lymphoblastic leukemia (ALL). My work mainly consist of culturing ALL cell lines, treating the cell lines with drugs, and measuring cell death to asses the effects of the drugs. The student would also have the opportunity to shadow other members of my lab, whose projects are focused on finding unique tumor populations within a cancer through single cell sequencing and flow cytometry assays.

**Length of the Experience:** 5 days

**Expected Attire:** Smart Casual (Dress jeans/sweater)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** Biology or BC&MB major, or a student with an undeclared major who's interested in science or cancer research.

**Number of Externships Offered:** 1

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** None

## Science & Technology

**Externship Number: 92**

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**Industry:** Science & Technology  
**Department Function:** Organic Chemistry Research

**Organization:** Emory University Department of Chemistry

**Externship Location:** Atlanta, GA

**Host Information:** Alumnus/Alumna

**Host's Title:** Graduate Research Assistant

**Organization Website:** <http://chemistry.emory.edu/home/>

**About the Organization:** The Department of Chemistry at Emory University believes that the best teaching and research happens in the context of a scientific community. Together, we engage in creative problem-solving at the molecular level. In the Jui Research Group specifically, we aspire to invent new tools for the production of complex, valuable matter from cheap chemical precursors.

**About the Externship:** I am currently a fourth year graduate student in the Jui Research Group at Emory University. My research so far has been focused on the field of photoredox catalysis, more specifically, creating new methods for carbon-carbon bond formation using light as a driving energy source in the reaction. Students in this experience would learn what a week in the life of a graduate student typically looks like and how research is conducted at a major research institution.

**Length of the Experience:** 5 days

**Expected Attire:** Smart Casual (Dress jeans/sweater)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** Ideally, students will have a strong interest in the physical sciences (not necessarily chemistry) and be considering graduate school or research in their future. Students will only be shadowing and therefore, no prior research or lab experience is necessary, just an enthusiasm for science!

**Number of Externships Offered:** 2

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** None



## Science & Technology

**Externship Number: 93**

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**Industry:** Science & Technology

**Department Function:** Executive Management of R&D

**Organization:** IncidentAid, Public Benefit Corporation

**Externship Location:** Sunnyvale, CA

**Host Information:** Alumnus/Alumna

**Host's Title:** Chief Operations Officer

**No Longer Available**

**Organization Website:** [incidentaid.com](http://incidentaid.com)

**About the Organization:** IncidentAid exists to save lives and improve outcomes in times of disaster. We are developing products that span first response, humanitarian assistance, and disaster relief for use around the world. We use a multi-disciplinary approach to all our work. We are currently working with two local universities to advance the development of applications for firefighters and emergency medical service uses.

**About the Externship:** The student will observe (with plenty of chances to ask questions) the many hats that a COO must wear in a high-tech startup: strategic planning, product roadmapping, coordination with university R&D, and interaction with intended users. The Silicon Valley "experience" will include conversations with others in the high-tech field, perhaps with a visit to Google or LinkedIn.

**Length of the Experience:** 3 days

**Expected Attire:** Smart Casual (Dress jeans/sweater)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** student who is majoring in anthropology or psychology or creative writing

someone majoring in military science

students majoring in the humanities and social sciences, computer science, engineering, social innovation & entrepreneurship, prebusiness management, law & policy, or policy management

Interests: public service, international cooperation, climate change, medical services, university-business collaborations

**Number of Externships Offered:** 1

**Eligible Class Years:** Sophomore;Junior;Senior;All Class Years;

**This Experience Offers Housing/Transportation:** Transportation

## Science & Technology

**Externship Number: 94**

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**Industry:** Science & Technology

**Department Function:** Human Resources - University Recruiting

**Organization:** Lyft

**Externship Location:** New York, NY

**Host Information:** Alumnus/Alumna

**Host's Title:** University Diversity Program Manager

**Organization Website:** [lyft.com/careers/university](https://lyft.com/careers/university)

**About the Organization:** If it's broken, fix it. If it doesn't exist, invent it. At Lyft, we challenge convention, take risks, and make an impact. Lyft careers are ideal for students and new graduates. (We even have opportunities at Level 5, our self-driving division.) So, join us in taking on challenges to change the face of transportation — in cities, with the Lyft app, and beyond.

**About the Externship:** I lead all of our university diversity engagement and recruitment efforts, specifically with Historically Black Colleges and Universities (HBCUs) and Hispanic Serving Institutions (HSIs). During your 2 days of shadowing, you will get a sneak peak into the strategy, recruitment process, and event management process that goes into diversifying an internship class.

**Length of the Experience:** 2 days

**Expected Attire:** Smart Casual (Dress jeans/sweater)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:**

**Number of Externships Offered:** 1

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** None

## Science & Technology

**Externship Number: 95**

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**Industry:** Science & Technology

**Department Function:** Product Management - determining and building the products and services ENA sells

**Organization:** ENA (Education Networks of America)

**Externship Location:** Nashville, TN

**Host Information:** Alumnus/Alumna

**Host's Title:** Senior Manager, Product Management

**Organization Website:** <https://www.ena.com/>

**About the Organization:** ENA was the first to be awarded and build a statewide network to connect K12 education in the mid-late 90's. Since then, ENA has expanded to serve K12, higher education, rural healthcare, and library systems via Internet connectivity, Wi-Fi, cloud, security, communications services, as well as data analytics. We are approximately 250 employees around the country, serving customers in over 35 states in multiple industries. Our mission is to create and provide transformative technology - and exceptional customer service - that enables some of society's most important members: Educators and healthcare providers.

**About the Externship:** This team reports through the Technology department to the CTO and is responsible for determining what products and services ENA develops, how we sell them, how we build them, etc. This team sits between Sales and Engineering – therefore cutting across the functional areas of the company. This is not a true programmer role, nor is it project management. Product Managers are often considered the “mini-CEO” responsible for one or more products in a company. Typical days include software development meetings, sales calls with customers, managing communication across the company. No two days are similar with the exception of daily software development meetings. Tasks range from leadership meetings to highly detailed software testing.

**Length of the Experience:** 5 days

**Expected Attire:** Smart Casual (Dress jeans/sweater)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** Ability to operate in a fluid, fast changing environment

- Familiarity with the process of software development and/or network engineering (no specific technical skills required) - this could be UI/UX design, programming, scrum, agile, QA, etc.
- Business acumen / coursework
- Curiosity / Inquisitiveness
- Teaching or other educational experience
- Entrepreneurial experience

**Number of Externships Offered:** 1

**Eligible Class Years:** Junior;Senior;

**This Experience Offers Housing/Transportation:** None

## Science & Technology

**Externship Number: 96**

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**Industry:** Science & Technology  
**Department Function:** UI/UX design, Web design, Graphic design

**Organization:** Employee Navigator  
**Externship Location:** Bethesda, MD  
**Host Information:** Friend of the College  
**Host's Title:** Product Designer

**Organization Website:** [www.employeenavigator.com](http://www.employeenavigator.com)

**About the Organization:** Employee Navigator is a Software as a Service (SaaS) company providing employee benefits and HR software solutions for the largest names in the insurance industry. Our customizable and intuitive platform streamlines management of everything from online enrollment to new hire onboarding, ACA reporting and time-off tracking, saving time while reducing paperwork. We are a privately owned company that is thriving due to our innovative approach to our market sector.

**About the Externship:** As the Product Designer, I am responsible for the look and feel of our web based product. In addition, our department is responsible for all of the company brand & marketing design at Employee Navigator (e-mail, blog, social media), as well as video & animation needs. I collaborate closely with developers and product managers to accomplish various product milestones.

**Length of the Experience:** 10 days

**Expected Attire:** Smart Casual (Dress jeans/sweater)

**F-1 Visa Eligibility:** My externship will include student participation beyond shadowing; therefore, international students with F1 visas should not apply.

**Skills & Attributes beneficial for student to possess:** Must be involved in web design curriculum. Interests in technology, software, and graphic design are a plus.

**Number of Externships Offered:** 1

**Eligible Class Years:** Senior;

**This Experience Offers Housing/Transportation:** None

**Externship Number: 97**

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**Industry:** The Arts

**Department Function:** Management and Marketing

**Organization:** National Performing Arts Funding Exchange

**Externship Location:** Washington, DC

**Host Information:** Alumnus/Alumna

**Host's Title:** CEO

**Organization Website:** [www.npafe.org](http://www.npafe.org)

**About the Organization:** TO ADVANCE THE PERFORMING ARTS by building Business Community – Performing Arts partnerships that endow performing arts creativity for the long haul.

TO INCREASE THE AMOUNT OF FUNDING available to support performing arts commissions, new works, planned performances, and advanced degree scholarships and stipends.

TO PROVIDE OUR OWN PRO BONO SUPPORT to performing artists whenever we can, for example marketing, financial counseling, fiscal agency services, and general business advice.

TO OFFER CORPORATE SPONSORS BROAD BRAND RECOGNITION for their commitment to performing arts generally, and especially for empowering women and men with greater self-confidence and self-respect.

Located near Dupont Circle at WeWork, downtown DC.

**About the Externship:** Mentor's focus is on all aspects of nonprofit operations including marketing, funding, and selection of beneficiaries receiving NPFAFE's pro bono support.

**Length of the Experience:** 10 days

**Expected Attire:** Smart Casual (Dress jeans/sweater)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** Interest in marketing, communications, finance and/or performing arts. Volunteer or paid experience working in non-profit or for-profit organizations. Skills in WordPress, Excel, social media and Adobe Premiere Pro and/or Photoshop. Someone who loves ballet and/or modern dance would LOVE this shadowing!

**Number of Externships Offered:** 2

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:**

**Externship Number: 98**

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**Industry:** The Arts

**Department Function:** Education and Community Engagement

**Organization:** Boston Lyric Opera

**Externship Location:** Boston, MA

**Host Information:** Alumnus/Alumna

**Host's Title:** Education Programs Associate

**Organization Website:** blo.org

**About the Organization:** The mission of Boston Lyric Opera is to build curiosity, enthusiasm and support for opera by creating musically and theatrically compelling productions, events, and educational resources for the Boston community and beyond. Both locally and beyond, Boston Lyric Opera leads the way in celebrating the art of the voice through innovative programming and community engagement initiatives that redefine the opera-going experience. Now in its 43rd Season, BLO is the largest and longest-lived opera company in New England. Since its founding in 1976, the company has staged world premieres, U.S. premieres, co-productions and co-commissions of note with organizations such as The Royal Opera, Covent Garden, Scottish Opera and San Francisco Opera and continues to be a destination for some of the leading artists, conductors, directors and designers from around the world. Under the vibrant leadership of Stanford Calderwood General & Artistic Director Esther Nelson, BLO's productions have been described by Musical America magazine as "part of the national dialogue" because of their role as entry points for new audiences. The New York Times observed that BLO "clearly intends [its productions] to catch the interest of operagoers around the country."

**About the Externship:** The student will be shadowing / assisting in the Education Department at Boston Lyric Opera. This department manages BLO's partnership programs with Boston Public Schools, notably the Create-Your-Own Opera Program, as well as BLO's Final Dress Rehearsal Program which offers free tickets and educational materials to student groups. The student will observe how these relationships are built and maintained, how educational materials are created, and how BLO works hands-on with kids through Teaching Artists across the state. The student will also learn how our department functions in the larger non-profit, often working closely with the marketing and artistic departments.

**Length of the Experience:** 2 days

**Expected Attire:** Smart Casual (Dress jeans/sweater)

**F-1 Visa Eligibility:** My externship will include student participation beyond shadowing; therefore, international students with F1 visas should not apply.

**Skills & Attributes beneficial for student to possess:** Any major is welcome and extensive knowledge of opera is not required, however the extern should have a passion for the performing or fine arts, as well as a love for education and youth. A desire to learn how a non-profit functions is preferable as well. Student should expect to be communicating with diverse constituents and assist with a variety of creative, research, and administrative tasks.

**Number of Externships Offered:** 1

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** None

**Externship Number: 99**

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**Industry:** Wedding Industry  
**Department Function:** Photography/Client Services

**Organization:** Lynne Reznick Photography  
**Externship Location:** Dorchester, MA  
**Host Information:** Alumnus/Alumna  
**Host's Title:** Owner

**Organization Website:** <https://www.lynnereznickphotography.com>

**About the Organization:** Lynne Reznick Photography is a Boston-based wedding photography business specializing in documenting the love stories of soulmates throughout New England. In addition to working closely with a small number of couples each year on their wedding and engagement photography, Lynne also provides product photography and branding photography services for other small local creative businesses. A former high school teacher and leader in the Boston market, Lynne recently launched an online education side to her business to help new photographers break into the wedding industry and develop their skills as photographers and business owners.

**About the Externship:** Learn what it's really like to be a creative small business owner. Get a behind-the-scenes look at managing all aspects of a creative business from marketing and social media, to managing the client experience, to managing the finances and cash flow of a small business. Students who are interested in photography specifically will have a chance to further their skills as using pro gear and lighting setups.

**Length of the Experience:** 3 days

**Expected Attire:** Smart Casual (Dress jeans/sweater)

**F-1 Visa Eligibility:** My externship will include student participation beyond shadowing; therefore, international students with F1 visas should not apply.

**Skills & Attributes beneficial for student to possess:** An interest in owning a creative small business. Strong written and verbal communication skills are a must. Familiarity with social media platforms and Wordpress blogs a plus.

**Number of Externships Offered:** 1

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** None

**Externship Number: 100**

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**Industry:** The Arts

**Department Function:** Writing and Publishing

**Organization:** Independent Author

**Externship Location:** Sunnyval, CA

**Host Information:** Alumnus/Alumna

**Host's Title:** Author

**Organization Website:** <http://pcinmorewaysthanone.blogspot.com/>

**About the Organization:** I research and author articles, essays, and book-length creative nonfiction. My previously published pieces have been in the persuasive essay, narrative essay, and memoir genres. My current focus is a multi-genre book based on a recent vacation in Norway: part travelogue, part memoir, part cookbook.

**About the Externship:** \* experience the routine of a working author-- hands-on activities with an interplay of research, writing, and more research \* gain an understanding of the craft and business of creative nonfiction \* become exposed to forms such as narrative essays, travelogue, and memoir as they relate to writing and publishing \* spend time in Silicon Valley... doing something other than high-tech engineering

**Length of the Experience:** 2 days

**Expected Attire:** Smart Casual (Dress jeans/sweater)

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** \* Major: any of the social sciences, philosophy, English, or interdisciplinary studies

\* Interests: research, travel, philosophy, gourmet food

\* Leadership experiences: an understanding of how to be in charge of your own time and efforts

**Number of Externships Offered:** 1

**Eligible Class Years:** Juniors/Seniors

**This Experience Offers Housing/Transportation:** Transportation



**Externship Number: 101**

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**Industry:** Education

**Department Function:** Language Teaching (Spanish & French)

**Organization:** Coventry CT Board of Education, Capt. Nathan Hale Middle School

**Externship Location:** Coventry, CT

**Host Information:** Alumnus/Alumna

**Host's Title:** Teacher

**Organization Website:** [www.coventrypublicschools.org](http://www.coventrypublicschools.org)

**About the Organization:** Public school

School is grades 6-8, position is grades 7-8

Rural location, school has 400 students

**About the Externship:** I teach both French and Spanish to 7th and 8th graders. Students start in 7th grade and continue the language in 8th. 2 years of middle school language is the equivalent of one year in high school. During this experience a student will also participate in planning, staff meetings, and possible other professional development activities.

**Length of the Experience:** 5 days

**Expected Attire:** Business Casual

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** An interest in language (specifically French or Spanish) and/or education would be ideal. We also have a Chinese language program.

**Number of Externships Offered:** 3

**Eligible Class Years:** All Class Years;

**This Experience Offers Housing/Transportation:** None

**Externship Number: 102**

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**Industry:** Education  
**Department Function:** College Advising

**Organization:** Key School  
**Externship Location:** Annapolis, MD  
**Host Information:** Alumnus/Alumna  
**Host's Title:** Director of College Advising

**Organization Website:** Keyschool.org

**About the Organization:**

- Small, private school for students 2 years through 12th grade
- College prep school
- Upper school has about 60 students per grade

**About the Externship:** Work with high school juniors and seniors. Focus on college search process for juniors. Advise seniors who are applying to college. Facilitate meetings with students and parents. Provide workshops for juniors to guide them through the process.

**Length of the Experience:** 3 days

**Expected Attire:** Smart Casual

**F-1 Visa Eligibility:** My externship is, or could be if I select an international student with an F1 visa, a 100% shadowing experience.

**Skills & Attributes beneficial for student to possess:** Psychology, sociology, education but flexible

**Number of Externships Offered:** 2

**Eligible Class Years:** Sophomore;Junior;Senior;

**This Experience Offers Housing/Transportation:** None

