



Dickinson Externship Program

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

AN EXTERN MAY:

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

What can I get out of being an Extern?

Students will:

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

January Session Dates:

January 7-18 (2-10 days)

*Hosts would determine the number of days, which session, and number of sessions.

WHO IS ELIBIGLE 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.



SAMPLE THREE DAY EXTERN SCHEDULE

DAY 1

9-10 a.m.	Student arrival and introductions
10-11 a.m.	Tour of workplace
11 a.m.-12:30 p.m.	Shadow host, learn about typical job
12:30-1:30 p.m.	Lunch with host and other alumni or colleagues
1:30-3:30 p.m.	Observe client meeting, court proceeding, medical procedure
3:30-4:30 p.m.	Shadow other alumnus or colleague at the organization
4:30-5 p.m.	Wrap-up with host, time for Q& A

DAY 2

9- 9:30 a.m.	Student arrival
9:30-11:30 a.m.	Shadow entry-level positions
11:30 a.m.-12:30 p.m.	Meet with HR to learn about internship opportunities
12:30-2 p.m.	Lunch with host and their team
2-3:30 p.m.	Observe client meeting, court proceeding, medical procedure
3:30-4:30 p.m.	Learn about host's career path
4:30-5 p.m.	Wrap-up with host, time for Q&A

DAY 3

9-9:30 a.m.	Student arrival
9:30-10:30 a.m.	Informational interview with colleague in interest area
10:30 a.m.-12:30 p.m.	Project work
12:30-1:30 p.m.	Lunch
1:30-2:30 p.m.	Informational interview with colleague in interest area
2:30-4 p.m.	Project work
4-5 p.m.	Wrap-up with host and project feedback

PROGRAM TIMELINE & APPLICATION INFORMATION

October 19: externship booklet is available and posted on the career center website

October 19 : application opens on website and Handshake

November 9: student deadline for externship application

November 17: student placements are complete and hosts are notified

November 25: student notification about externship grants

November 26: student date to accept externship

November 27- December 15: externship orientation sessions for students

December 15: Deadline for students to contact hosts and solidify details

January 7-18: Time for externs to be on site with host organization

HOUSING & TRANSPORTATION

Some sites have offered local transportation and housing as part of your experience.

Transportation and housing will be indicated in each listing description. Students who extern close to Dickinson will be permitted to live on campus during the time of their externship. Transportation costs coverage may come in the form of a metro card, parking coverage, gas mileage, or a ride by the host.

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

ARE SCHOLARSHIPS AVAILABLE?

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 by November 24th. Student will be notified of awards on November 25th. If participation in the externship is contingent upon financial aid, please see Annie Kondas in the CAILCD office.

APPLICATION & MATCHING PROCESS

3 Step Process

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

Application includes the following:

- Externship preference form. (Students should preference 3 externship sites of interest. You may choose less, but are then not guaranteed a match)
 - Demographic information
 - Short essay on why you made the choices you did (250 word limit per essay)
2. **Upload your resume** to Handshake on the career center website
 3. **Apply to the Dickinson Externship Program** (job number #2085748) via Handshake by submitting your resume to the job posting entitled “Dickinson Externship Program”

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

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

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

EXTERNSHIP HOST SITES LISTINGS

Business

Externship Number: **1**

Industry: Business

Department Function: Development Platform for Female Entrepreneurs in Amsterdam

Organization: Amsterdam Academy (Spark division)

Externship Location: Amsterdam, North Holland

Host Information: Alumnus/Alumna

Host's Title: Founder

Organization Website: www.sparkwomen.eu

About the Organization: Connect. Inspire. Thrive.

Spark is built on these three pillars. Starting as an annual conference in 2015, Spark has become more than a conference, it is a movement. Spark unites female entrepreneurs throughout Amsterdam and across Europe to help them shape a new collaborative economy. Spark is brought to you by Amsterdam Academy. In addition to the annual conference in March, Spark offers retreats, masterclasses, and networking events throughout the year.

About the Externship: Students will embark on a carefully curated 3-day program, showing them the start-up and entrepreneurial landscape of Amsterdam. The program includes a 1-1 matched mentor lunch with woman from Spark network, a tour of the major incubators and startup facilities/hubs, and various guest speakers from the field.

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: Interest in female entrepreneurship or entrepreneurship in general. Marketing, business, or curious about Amsterdam's start-up ecosystem. This program requires a student who is highly self-motivated, serious about learning, curious and asks questions, flexible and open.

Number of Externships Offered: 3

Eligible Class Years: All Class Years;

This Experience Offers Housing/Transportation: None

Externship Number: 2

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: <https://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: 3

Industry: Business

Department Function: Hotel Management

Organization: Comfort Suites Downtown Carlisle

Externship Location: Carlisle, PA

Host Information: Employer

Host's Title: GM

Organization Website: comfordsuitescarlisle.com

About the Organization: We are a full service hotel in the downtown Carlisle community. We have a popular restaurant and bar, 4,000 square feet of ballroom space and have 105 hotel suites. We manage over 60 employees in multiple departments. We are the sister hotel of the Comfort Inn Carlisle, which is just outside of downtown on the letort stream.

About the Externship: Hospitality industry, restaurant management, hotel management, leadership and development.

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: Critical thinking, customer service an interest in business leadership.

Number of Externships Offered: 3

Eligible Class Years: All Class Years;

This Experience Offers Housing/Transportation: Housing

Externship Number: 4

Industry: Business

Department Function: Accounting, Tax, Payroll

Organization: Davis Associates, CPAs

Externship Location: Florissant, MO

Host Information: Parents

Host's Title: Principal

Organization Website: www.DavisAssociatesCPA.com

About the Organization: We are a full service CPA firm providing accounting, audit, tax, payroll, and management consulting services primarily to small to middle market businesses, non profits, churches, individuals and clergy.

About the Externship: We will assign the student a project in the payroll area. The deliverable will be to verify and cross reference numbers on payroll tax returns and ensure the W-2 amounts are in agreement. The intern will assist in transmitting required documents to the clients and tax authorizes and make sure all administrative functions are completed. The student will learn the importance of paying attention to the details. They will have a thorough understanding how the payroll function works within a business and the tax reporting requirements to employees.

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: Accounting major. Pays attention to details. Communication skills. Able to communicate with all levels within the organization. Professional demeanor.

Number of Externships Offered: 1

Eligible Class Years: All Class Years;

This Experience Offers Housing/Transportation: None

Externship Number: 5

Industry: Business

Department Function: Business Partnerships and Client Relations

Organization: Employee Navigator, LLC.

Externship Location: Bethesda, MD

Host Information: Alumnus/Alumna

Host's Title: Payroll Integration Analyst

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

About the Organization: Employee Navigator provides comprehensive, online benefits administration and HR software for insurance brokers and their clients. 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. Employee Navigator's SaaS-based solution is currently used by over 600 of the nation's leading insurance brokers to support over 11,000 companies, 1.2M employees and over \$4B in premium.

About the Externship: The general nature of my work includes the following:

- Present the Payroll Integration Product to current and prospective clients.
- Provide ongoing assistance and advice to insurance brokers and Human Resources departments to maintain best practices in the industry.

Define requirements for new product features and enhancements representing the needs of clients and partners. Students will engage in the following during the externship:

- Student will observe ongoing consulting calls which are conducted daily.
- Students will gain a substantial knowledge on client, and account management skills.
- Students will advance researching experience by assisting in the exploration of other potential partners and competitors within Employee Navigator's market.
- Students will have the opportunity to work with our internal recruiter and engage in workshops to help coach them in future interview processes.
- Students will sit in on company wide meetings ranging in departmental focuses in order to broaden their knowledge of potential career paths down the line.

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 Business & Management majors preferred/strong encouraged to apply. Students with specific interests in Human Resources or Accounting.

Number of Externships Offered: 1

Eligible Class Years: Junior;Senior;

This Experience Offers Housing/Transportation: None

Externship Number: 6

Industry: Business

Department Function: Human Resources

Organization: GroupM

Externship Location: New York, NY

Host Information: Alumnus/Alumna

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

Organization Website: www.groupm.com

About the Organization: GroupM is the leading global media investment firm. GroupM employs over 26,000 people globally and manages media investment for Fortune 100 clients. We have employees in 40+ countries and our HR team leads talent initiatives to ensure we have the talent needed to continue leading in the marketplace.

About the Externship: Extern will shadow HR lead for a global technology team within GroupM. Learning will include exposure to talent management and engagement initiatives, performance management programs, talent acquisition and HR operations. Extern will attend meetings whenever possible and have an opportunity to develop interviewing skills by interviewing different members of the HR team to learn about their roles and career paths.

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: An interest in Human Resources.

Number of Externships Offered: 1

Eligible Class Years: All Class Years;

This Experience Offers Housing/Transportation: None

Externship Number: 7

Industry: Business

Department Function: Finance and Sales

Organization: JP Morgan Chase & Co

Externship Location: New York, NY

Host Information: Alumnus/Alumna

Host's Title: Executive Director

Organization Website: <https://www.jpmorganchase.com/>

About the Organization: JPMorgan Chase (NYSE: JPM) is one of the oldest financial institutions in the United States. With a history dating back over 200 years, here's where we stand today:

- We are a leading global financial services firm with assets of \$2.6 trillion.
- We have a presence in over 100 markets.
- We have over 250,000 employees.
- We serve millions of consumers, small businesses and many of the world's most prominent corporate, institutional and government clients.
- We are a leader in investment banking, financial services for consumers and small businesses, commercial banking, financial transaction processing and asset management.
- Our stock is a component of the Dow Jones Industrial Average.

About the Externship: High Yield Institutional Bond Sales and 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: Interested in a career in finance.

Students will be invited into JP Morgan from 7:15 am- 11:30 pm each day of the externship

Number of Externships Offered: 3

Eligible Class Years: All Class Years;

This Experience Offers Housing/Transportation: None

Externship Number: 8

Industry: Business

Department Function: Residential Mortgage Originations & Real Estate Sales

Organization: Professional Mortgage Consultants

Externship Location: West Chester, PA

Host Information: Alumnus/Alumna

Host's Title: Broker/Owner

Organization Website: www.pmc-pa.com

About the Organization: See "About PMC" in the website.

About the Externship: Learn the mechanics about buying real estate -- from mortgage prequalification to settlement.

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: Economics, Business, Home Finance, Entrepreneurship, Credit, Sales, Self-Motivation

Number of Externships Offered: 2

Eligible Class Years: Junior;Senior;

This Experience Offers Housing/Transportation: None

Externship Number: 9

Industry: Business

Department Function: Real estate marketing, including social media marketing

Organization: Long & Foster Real Estate

Externship Location: Rockville, MD

Host Information: Parents

Host's Title: Realtor

Organization Website: www.robynporter.com

About the Organization: Long & Foster Real Estate/Christie's International Real Estate is the area's most successful brokerage companies in the Washington DC region. Internship would be working with Robyn Porter, a top producer in Long & Foster's Bethesda's All-Points Office. Robyn helps people buy and sell residential real estate in Washington DC, Maryland, & Virginia.

About the Externship: Marketing residential properties and identifying new clients.

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: Out-going, proactive, results-driven, and have an attention to detail. Social media marketing experience.

Number of Externships Offered: 1

Eligible Class Years: All Class Years;

This Experience Offers Housing/Transportation: Housing

Externship Number: 10

Industry: Business
Department Function: Management

Organization: The Entrepreneur Option, Groutsmith, Always Best Care (Three jointly operated businesses)

Externship Location: Bryn Mawr, PA

Host Information: Alumnus/Alumna

Host's Title: Market Development Manager

Organization Website: TheEntrepreneurOption.com Groutsmith.com alwaysBestCare.com

About the Organization: Entrepreneur Option - we work with people who are interested in becoming the owner of a franchise, and help them find one that is appropriate for them

Groutsmith - clean & repair tile and grout

Always Best Care - in home senior care

About the Externship: I am the primary manager of this location of the three businesses. Student would go on some sales calls, might visit a business owner on a coaching call, observe interaction with customers

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: An interest in business

Number of Externships Offered: 1

Eligible Class Years: Sophomore;Junior;Senior;

This Experience Offers Housing/Transportation: Housing

Externship Number: 11

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

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: 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: Majors in Economics, IB&M, Political Science, Policy Studies would be most beneficial. Student leaders with experience in collaborative work.

Number of Externships Offered: 2

Eligible Class Years: Junior;Senior;

This Experience Offers Housing/Transportation: None

Externship Number: 12

Industry: Business

Department Function: Information Technology - IT Management Office (ITMO)

Organization: Shire Pharmaceuticals

Externship Location: Exton, PA

Host Information: Alumnus/Alumna

Host's Title: Head of IT Planning and Management

Organization Website: <https://www.shire.com/>

About the Organization: ITMO will provide simple and executable processes - coupled with full transparency to operational data across all domains (HR, Finance, Procurement, Portfolio) - enabling the IT Business Units to focus on strategy, delivery, execution and stakeholder relationships. The ITMO will also create an operational foundation that can run effectively and independently, allowing the CIO to focus on strategic decisions.

About the Externship: The externship will provide insight into various IT functions that support a global biotech/pharma company. This will include but is not limited to Vendor Management, Service Management, Project Management, Portfolio Management, and other such activities. The student will get to interview different members of the IT team, participate in meetings, and gain career advice and guidance from seasoned professionals.

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: Potentially interested in IT

Number of Externships Offered: 3

Eligible Class Years: All Class Years;

This Experience Offers Housing/Transportation: Transportation

Externship Number: 13

Industry: Business
Department Function: Finance

Organization: Access Holdings
Externship Location: Baltimore, MD
Host Information: Employer
Host's Title: Vice President

Organization Website: 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

Industry: Business

Department Function: Residential Real Estate

Organization: Long and Foster Real Estate

Externship Location: Bethesda, MD

Host Information: Parents

Host's Title: HH

Organization Website: robynporter.com [blog; theportergroupyourhometeam.com](http://blog.theportergroupyourhometeam.com)

About the Organization: The Porter Group - Your Home Team

People leave the nest, get married, divorce, have babies, adopt, downsize, retire, and move across the county. There's a home for every stage of your life. As your home team, we're here to help you along the way.

Our clients are first time home buyers or people who've bought and sold several homes. They're newly married couples or those splitting up. We've had clients looking for a good investment on the advice of their accountant and those tired of paying rent. Some clients said goodbye to their final home. Others need more room for an expanding family. Some clients want to feel part of a community; others want a sound investment. Life happens and we can help find the home perfect for you.

About the Externship: To see what it's like to work in a busy real estate office. Specifically, help a top-producing real estate agent put together a small video (iMovie) library on real estate-related topics

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: Social media, video creation, outgoing personality, work independently

Number of Externships Offered: 1

Eligible Class Years: All Class Years;

This Experience Offers Housing/Transportation: Housing

Externship Number: 15

Industry: Business

Department Function: Staffing and Recruiting

Organization: Clarity

Externship Location: New York, NY

Host Information: Alumnus/Alumna

Host's Title: Director of Communications

Organization Website: www.claritystaffing.com (re-launching site in October)

About the Organization: We are a woman-owned boutique recruiting agency.

Since 2000, Clarity's goal has been to simplify the recruitment process in order to build better teams, the human way.

We strive to understand each client and candidate by applying our signature consultative approach to each search — whether it's for one critical hire, or part of a large-scale staffing solution. This approach begins with a deep-dive into our clients' unique corporate cultures, followed by efficient development of a tailored placement strategy. It ends with the perfect hires that complete or build out your team so your company can achieve their most audacious goals. We're in it for the long haul as your recruitment partner, and we can't wait to celebrate your big wins!

Team Clarity is comprised of experienced recruiting leaders with diverse industry expertise and extensive networks. These traits — along with Clarity's constant pulse on the job market — enable our recruiters and account managers to deliver exceptional value to our clients, and offer fulfilling opportunities to job seekers across each practice area. Our core recruiting practice areas are Administration, Human Resources, Finance, Creative, Legal, and Technology.

About the Externship: Spend a day with Serena, the Director of Communications who oversees all PR, Marketing + communications projects. This includes all blog content, special reports, social media and announcements! We have another alum, Courtney, also in the office who will show this student the ropes of being a high-volume Recruiter and Account Manager. Clarity specializes in building the best teams, and providing staffing and hiring consulting for a wide range of amazing companies.

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: Strong communication skills, outgoing personality, adaptability! If you're a great writer with a keen eye for detail, you'll do well here! We work hard and all of our assignments are very time-sensitive, so if you want to learn about a fast-paced and challenging role that truly helps people, join us! We also like to have fun in our office, and we're a tight-knit community. We have 18 people in our NYC office, and two are Dickinson alums!

Number of Externships Offered: 2

Eligible Class Years: Junior;Senior;

This Experience Offers Housing/Transportation: None

Externship Number: 16

Industry: Business

Department Function: Financial Advising

Organization: uFinancial Group

Externship Location: Mechanicsburg, PA

Host Information: Employer

Host's Title: Managing Partner

Organization Website: www.ufinancialgroup.com

About the Organization: uFinancial has been helping individuals, families and businesses to grow their tomorrow through financial products and services for 35 years.

About the Externship: The student will learn the daily duties of a Financial Advisor and see behind the scenes from a managerial aspect.

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: Interest in finance/stock market, want to be an entrepreneur

Number of Externships Offered: 1

Eligible Class Years: All Class Years;

This Experience Offers Housing/Transportation: None

Externship Number: 17

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

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: 18

Industry: Business

Department Function: Sales & Marketing

Organization: Employee Navigator

Externship Location: Bethesda, MD

Host Information: Alumnus/Alumna

Host's Title: Account Executive

Organization Website: employeenavigator.com

About the Organization: Employee Navigator provides comprehensive, online benefits administration and HR software for insurance brokers and their clients. 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. Employee Navigator's SaaS-based solution is currently used by over 600 of the nation's leading insurance brokers to support over 11,000 companies, 1.2M employees and over \$4B in premium.

About the Externship: In this role, I have been asked to locate and identify cold leads to follow up on and touch base with. I then determine the quality of a lead. This is conducted through outbound calling. I then have meaningful initial conversation with potential prospects. The intention of these conversations are to get to the point where they become interested in and see the need for our software. Once contact has been made, I nurture leads by answering potential questions pre and post demonstration of the software. I primarily schedule and manage these calls and then put these leads on the Sales Associates' calendars in order to provide a soft hand off into the next steps of our sales process. I also act as an account manager in some ways and oversee a region within the United States.

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: Anyone looking to work in marketing, sales, client communications, and business development would have an interest and benefit from an externship opportunity in this role.

Number of Externships Offered: 1

Eligible Class Years: Junior;Senior;

This Experience Offers Housing/Transportation: None

Externship Number: 19

Industry: Business
Department Function: Sales

Organization: Schechner Lifson Corporation
Externship Location: Summit, NJ
Host Information: Alumnus/Alumna
Host's Title: President

Organization Website: www.slainsure.com

About the Organization: Schechner Lifson is one of New Jersey's largest regional insurance agencies. With nearly 40 employees, we are a full service organization offering consulting, risk management services, and all forms of business, personal, life, disability, and group insurance

About the Externship: Client interaction and sales process of commercial insurance

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: ability to analyze and meet with people

Number of Externships Offered: 1

Eligible Class Years: All Class Years;

This Experience Offers Housing/Transportation: Housing

Externship Number: 20

Industry: Business
Department Function: Real Estate Management

Organization: Berger-Epstein Associates, Inc.
Externship Location: Allentown, PA
Host Information: Alumnus/Alumna
Host's Title: Sr. Director of Property Management

Organization Website: www.berger-epstein.com

About the Organization: A commercial real estate development company headquartered in Allentown, Pennsylvania, and has been specializing in commercial and industrial development, investment, brokerage and management since 1984. The principals of Berger-Epstein Associates, Inc. are William M. Berger, Jeff A. Epstein and Jonathan Epstein, CCIM and together, bring more than 50 years of combined commercial real estate experience as well as a reputation of quality and stability.

About the Externship: Berger-Epstein Associates, Inc. manages commercial real estate and deal with property management, tenant requests, vendor selection, invoice approval, etc... currently, the business is in 'maintenance' mode, but students will learn about previous acquisitions. Most work is done in-house (legal, accounting, property management), although construction is handled by third parties. Interesting opportunity to learn about small, family businesses and happy to discuss other buildings, and the economic climate of the area.

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: curiosity and willingness to learn. all majors are welcome

Number of Externships Offered: 1

Eligible Class Years: All Class Years;

This Experience Offers Housing/Transportation: None

Externship Number: 21

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

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 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: 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;

This Experience Offers Housing/Transportation: None

Externship Number: 22

Business/Consulting

Industry: Business/ Consulting

Department Function: IT/Software Development/Knowledge Management

Organization: Enterprise Knowledge

Externship Location: Arlington, VA

Host Information: Alumnus/Alumna

Host's Title: Office Manager

Organization Website: 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. Computer science skills are encouraged.

Number of Externships Offered: 1

Eligible Class Years: Junior;Senior;

This Experience Offers Housing/Transportation: None

Externship Number: 23

Industry: Business/ Consulting

Department Function: Business Development and Product Delivery for Clients

Organization: Impact Makers

Externship Location: Richmond, VA

Host Information: Alumnus/Alumna

Host's Title: Principal Consultant

Organization Website: <https://www.impactmakers.com/>

About the Organization: Impact Makers is a management and IT consulting firm that helps healthcare, finance and state government organizations solve business problems with highly-skilled and motivated people. As a B-Corp, we're committed to contributing 100% of our net profits to the our community partners, enabling meaningful change and value for the community.

About the Externship: I run an operational area for the consulting firm. In addition, I manage the relationship with our largest client. During her/his time here, the student will spend time shadowing a senior leader in the organization to get a feel of what it is like to work in a smaller/boutique consulting firm. The student will learn the key components that are necessary to effectively work as a management consultant.

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 ideal extern will possess a combination of the following attributes:

-Above average organization and time management skills

-Proclivity for process improvement

-Desire to work with people of various backgrounds, personalities and levels of responsibility

-Willingness to ask questions and stay engaged

-Interest working in healthcare (business) - optional/nice to have

Number of Externships Offered: 1

Eligible Class Years: Junior;Senior;

This Experience Offers Housing/Transportation: Housing

Externship Number: 24

Industry: Business/Consulting
Department Function: Consulting

Organization: Cowden Associates, Inc.
Externship Location: Pittsburgh, Pa.
Host Information: Alumnus/Alumna
Host's Title: President/CEO

Organization Website: www.cowdenassociates.com

About the Organization: see www.cowdenassociates.com

About the Externship: The student will be exposed to the nature of consulting and what we do, how we do it, why it is needed and why it is valued by our client

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:

Number of Externships Offered: 1

Eligible Class Years: All Class Years;

This Experience Offers Housing/Transportation: None

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: <https://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: 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: 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: 26

Industry: Education

Department Function: Language Education

Organization: Capt. Nathan Hale Middle School

Externship Location: Coventry, CT

Host Information: Alumnus/Alumna

Host's Title: French and Spanish teacher, 7th and 8th grade

Organization Website: Coventrypublicschools.org

About the Organization: Public school

School is grades 6-8, position is grades 7-8

Rural location, school has 350 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 (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 language (specficially 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: 27

Industry: Education

Department Function: Campus Services - Dining, Retail

Organization: Drexel University

Externship Location: Philadelphia, PA

Host Information: Alumnus/Alumna

Host's Title: Director of Operations

Organization Website: drexel.edu

About the Organization: Drexel is a 4-year comprehensive research university in downtown Philadelphia. Specifically, Campus Services supports many of the services which engage students during their time with us. In this opportunity you will be shadowing areas in student centers, dining, parking, and retail Management.

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

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: Interest in a higher education environment, any student leadership experience would be relevant.

Number of Externships Offered: 1

Eligible Class Years: All Class Years;

This Experience Offers Housing/Transportation: None

Externship Number: 28

Industry: Education

Department Function: Research & Analysis + Data Visualization

Organization: Institutional Research, Planning & Assessment - Boston College

Externship Location: Brighton, MA

Host Information: Alumnus/Alumna

Host's Title: Data Graphic Designer

Organization Website: bc.edu/irpa

About the Organization: The Institutional Research, Planning & Assessment office provides information and services that enhance decision-making and strategic planning at Boston College. This includes a variety of different types of functions including:

- providing data reports (including visualizations), survey, and analysis services about University data (e.g. enrollment, financial aid)
- managing University space (e.g. redesigning office space to fit a new department set-up and managing the politics around this)
- in-house consulting to help leadership develop strategic plans and improved departments.
- I encourage you to check out our office website: bc.edu/irpa and our Fact Book website: bc.edu/factbook, for some examples of the types of projects we work on.

About the Externship: My main role is to develop data visualizations and infographics about University data to help engage decision-makers and the BC community with our data. On any given day, this could involve facilitating conversations to determine project needs, analyzing data to determine what story we might tell, and utilizing graphic design to create a compelling visual. In addition to learning about my work, the student will have the opportunity to meet with other colleagues in my office who all have varying and different roles (as described above), and work on a sample data visualization project, most likely using Tableau. My passion for this role comes from helping people to understand complex data sets or information in a way that is fun and visually engaging. If you are excited about how to present information, I hope you'll join me!

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:

- Any student that has an interest or passion for helping people to better understand and engage with data through visual means.
- All majors are welcome! (I myself was a Studio Art and Political Science double major.)
- No experience in data visualization necessary. Familiarity with Excel and data sets would be useful, but not required.

Number of Externships Offered: 1

Eligible Class Years: All Class Years;

This Experience Offers Housing/Transportation: None

Externship Number: 29

Industry: Education

Department Function: Middle School teaching and Admission

Organization: Noble and Greenough School

Externship Location: Dedham, MA

Host Information: Parents

Host's Title: Educator and Admission Officer

Organization Website: 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: 30

Industry: Education

Department Function: Alumni Engagement, which is part of University Advancement

Organization: Regis University

Externship Location: Denver, CO

Host Information: Alumnus/Alumna

Host's Title: Director of Alumni Engagement

Organization Website: <https://www.regis.edu/>

About the Organization: University Advancement (UA) provides a seamless and coordinated program of outreach that fosters strong relationships with internal and external partners to enhance support for Regis University. UA works in close collaboration with University stakeholders, garnering the support necessary to fulfill the University's mission and accomplish its strategic goals. UA has broad responsibilities, including fundraising, communications, alumni relations, and public/community relations. The Office of Alumni Engagement operates in support of all these initiatives.

About the Externship: I work in the Office of Alumni Engagement, which is part of University Advancement. However, I could probably arrange for a broader higher education externship experience (for example, half a day in the career, admissions, and/or other office(s) in addition to my office). My role is to develop and implement alumni engagement and stewardship strategies for the general alumni population and specifically for three of the University's colleges. I advise college leadership on alumni communications and oversee and write outreach materials. I have also initiated a monthly webinar series that I manage and host.

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: Interest in higher education administration, alumni engagement/relations, external relations, communications, and/or fundraising.

Number of Externships Offered: 1

Eligible Class Years: All Class Years;

This Experience Offers Housing/Transportation: None

Externship Number: 31

Industry: Education
Department Function: Human Resources

Organization: Success Academy Charter Schools
Externship Location: New York, NY
Host Information: Alumnus/Alumna
Host's Title: Managing Director of Talent Acquisition

Organization Website: www.successacademies.org

About the Organization: Founded in 2006, Success Academy Charter Schools is the largest and highest-performing charter school network in New York City. From the classroom to the halls of government, this means finding profoundly different approaches to how SA structures, implements and supports schooling. Our dual mission is to build exceptional schools that prove children from all backgrounds can succeed in college and life, and advocate across the country to change public policies that prevent so many children from having access to opportunity.

About the Externship: As a member of the Human Resources Leadership team, I am responsible for overall strategic direction of our people policies, programs and practices. Leading Talent Acquisition I have a team of 40+ people that recruit and staff all positions in the enterprise from teachers, to school leadership to central operations and executive leadership. The student will have the opportunity to observe a fast paced, high quality HR team in delivering their work. The student will also gain exposure to the most dynamic and unique education network in the country, including progressive pedagogy, advocacy, government relations and public policy.

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: Analytical skills, strong communication skills including writing and speaking, Google docs.

Number of Externships Offered: 2

Eligible Class Years: All Class Years;

This Experience Offers Housing/Transportation: None

Externship Number: 32

Industry: Education
Department Function: Career Development

Organization: UMass Amherst
Externship Location: Amherst, MA
Host Information: Alumnus/Alumna
Host's Title: Director of CICS Careers

Organization Website: <https://www.cics.umass.edu/career-development>

About the Organization: Our team is helping computer science students at UMass find great careers. We organize events, create resources, and partner with employers to help students learn the best ways to decide what to do after graduation.

About the Externship: 1) Event planning: Helping to plan the spring career fair and other recruiting/career development events. 2) Reporting & Analytics: Helping to dig into the fall engagement and student satisfaction data to improve our program. 3) Strategic Marketing: Engaging students throughout winter break to help them advance their career plans and promote engagement with our resources.

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: Willingness to observe, listen and learn.

Number of Externships Offered: 2

Eligible Class Years: All Class Years;

This Experience Offers Housing/Transportation: None

Externship Number: 33

Entertainment/Media

Industry: Entertainment/Media
Department Function: Client Service

Organization: United Talent Agency
Externship Location: Los Angeles, CA
Host Information: Employer
Host's Title: Director

Organization Website: www.unitedtalent.com

About the Organization: One of the biggest talent agencies in the world, United Talent Agency represents many of the world's most acclaimed figures in every current and emerging area of entertainment and media, including motion pictures, television, music, digital, broadcast news, books, theatre, video games, fine art and live entertainment. The agency is also globally recognized in the areas of film finance, film packaging, branding, licensing, endorsements and representation of production talent. UTA additionally provides corporate consulting, venture funding and strategic advisory services to companies ranging from start-ups to Fortune 500 companies. In 2015, UTA acquired The Agency Group, the world's largest independent music agency, to form UTA Music, a leading music touring and representation practice. UTA has offices in Los Angeles, New York, London, Nashville, Miami, and Malmo, Sweden.

About the Externship: The art of representation in the entertainment industry

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: Business of entertainment

Number of Externships Offered: 2

Eligible Class Years: All Class Years;

This Experience Offers Housing/Transportation: None

Externship Number: 34

Industry: Entertainment/Media
Department Function: Film and TV Development

Organization: Archer Gray

Externship Location: New York, NY

Host Information: Our founder Amy Nauiokas is a Dickinson alumna

Host's Title: Creative Executive

Organization Website: archergray.com

About the Organization: Archer Gray is an accomplished production, media investment, and venture capital company that leverages its multi-faceted expertise to bring stories, new ideas, products, and audiences together in singular, dynamic ecosystem unlike any other in the industry. Founded by veteran investor, Amy Nauiokas, Archer Gray's unique infrastructure not only develops and produces its own quality theatrical narrative films, television shows, and documentaries, but also identifies content and early stage media startups in which to invest.

Archer Gray's most recent projects include Marielle Heller's *Can You Ever Forgive Me?*, starring Melissa McCarthy; Mike Mills' *20th Century Women*, starring Annette Bening; Marielle Heller's *The Diary of a Teenage Girl*, starring Kristen Wiig and Alexander Skarsgard; and Bill Condon's *Mr Holmes*, starring Ian McKellen and Laura Linney.

About the Externship: Externs will be able to shadow producers and film executives in the office, including sitting in on meetings, getting the opportunity to read and cover scripts, and witnessing the development and production process first-hand.

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: Ideal candidates will have strong interpersonal and organizational skills and be self-motivated with the ability to problem solve independently. Most importantly we are seeking people who have a true and demonstrated passion for film, theater, and television.

Number of Externships Offered: 2

Eligible Class Years: Sophomore; Junior; Senior;

This Experience Offers Housing/Transportation: None

Externship Number: 35

Industry: Business

Department Function: Digitally-Native Financial Services

Organization: Anthemis

Externship Location: New York, NY

Host Information: Alumnus/Alumna

Host's Title: Founder and President

Organization Website: <https://www.anthemis.com/>

About the Organization: Anthemis is a New York and London based firm focused on investing in and building early stage, digitally-native financial services firms. We have a diverse group of over 50 employees who share a passion for building, growing and sustaining new financial services businesses committed to improving the world. Our portfolio of 70+ companies, which include category-leaders like Betterment, Qapital, Happy Money and Trov, are at the forefront of cultivating positive change in financial services

About the Externship: Responsibilities and experiences for the one-week externship will include:

- Researching start-ups and financial services verticals of interest to the investment fund.
- Shadowing and supporting various team members including supporting portfolio company support, fundraising and business development.

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: We are looking for 2 first-generation undergraduate college students interested in gaining an 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.
- Be prepared to engage, ask questions and prepare a short summary of the experience at the end of the experience.
- Be first generation college students with a least a 3.0 GPA
- Be willing to provide their own housing and transportation.

Number of Externships Offered: 2

Eligible Class Years: All Class Years;

This Experience Offers Housing/Transportation: None

Externship Number: 36

Industry: Entertainment/Media
Department Function: Human Resources

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

Organization Website: www.nbcuniversal.com

About the Organization: NBCUniversal 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. NBCUniversal 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.

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: 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

Externship Number: 37

Government

Industry: Government
Department Function: Legal Services

Organization: Environmental Protection Agency (EPA)
Externship Location: Washington, DC
Host Information: Alumnus/Alumna
Host's Title: Senior Counsel

Organization Website: <https://www.epa.gov/>

About the Organization: The Environmental Protection Agency is an independent agency of the United States federal government for environmental protection.

About the Externship: This is a shadowing experience for students interested in learning about the EPA and legal issues around the environment.

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: Interest in environmental and legal issues. The EPA is a highly confidential environment and a student must maintain full confidentiality. Federal government ethics regulations prohibit employees from accepting gifts, unless specifically authorized. This prohibition has been interpreted as covering any free volunteer services.

Number of Externships Offered: 1

Eligible Class Years: All Class Years;

This Experience Offers Housing/Transportation: None

Externship Number: 38

Industry: Government

Department Function: Standards Coordination. NIST promotes U.S. innovation and industrial competitiveness by advancing measurement science, standards, and technology in ways that enhance economic security and improve our quality of life.

Organization: National Institute of Standards and Technology

Externship Location: Gaithersburg, MD

Host Information: Alumnus/Alumna

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

Organization Website: <https://www.nist.gov/>

About the Organization: The National Institute of Standards and Technology (NIST) was founded in 1901 and is now part of the U.S. Department of Commerce. NIST is one of the nation's oldest physical science laboratories. Congress established the agency to remove a major challenge to U.S. industrial competitiveness at the time—a second-rate measurement infrastructure that lagged behind the capabilities of the United Kingdom, Germany, and other economic rivals.

From the smart electric power grid and electronic health records to atomic clocks, advanced nanomaterials, and computer chips, innumerable products and services rely in some way on technology, measurement, and standards provided by the National Institute of Standards and Technology.

Today, NIST measurements support the smallest of technologies to the largest and most complex of human-made creations—from nanoscale devices so tiny that tens of thousands can fit on the end of a single human hair up to earthquake-resistant skyscrapers and global communication networks.

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

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: All students must have ID that meets REAL ID Act of 2005. Foreign nationals are welcome, but additional requirements are needed for entry and registration. Students interest can vary, but students interested in international trade and relations should highly consider this opportunity. Other areas of interest might be— science degree tracks in Biology, Chemistry, Earth Science, Physics, Political Science, Policy Studies/Management, Business, Economics, Forensic Science, Pre-Engineering will be the most applicable, but not required.

Number of Externships Offered: 2

Eligible Class Years: All Class Years;

This Experience Offers Housing/Transportation: None

Externship Number: 39

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

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: 40

Industry: Government
Department Function: Homeland Security

Organization: US Department of Homeland Security
Externship Location: Washington, DC
Host Information: Alumnus/Alumna
Host's Title: Deputy Assistant Secretary

Organization Website: DHS.gov

About the Organization: I specifically manage the Office of Intergovernmental Affairs for the Secretary of Homeland Security - i.e., outreach to the nations Governors, Mayors, County officials, tribal members and the national associations that represent those officials. My job is to work both internal to DHS as major policy/operations are being announced/changed, and ensure transparency and partnership with those stakeholders, as well as serve as their advocate within the Department.

About the Externship: See above - the student would be able to how DHS works on a day-to-day basis. My office handles many sensitive matters, I would need a very trustworthy student that would understand those sensitivities and might not be able to discuss them with others. The student would need to understand that as a civil servant we do not bring our political views into this environment.

Length of the Experience: 3 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: Interests in government - specifically law enforcement/homeland security issues. Ability to understand the nature of what they might see/hear to be sensitive.

Number of Externships Offered: 2

Eligible Class Years: Sophomore; Junior; Senior;

This Experience Offers Housing/Transportation: None

Externship Number: 41

Healthcare

Industry: Healthcare
Department Function: Social Work

Organization: Children's Hospital of Philadelphia
Externship Location: Philadelphia, PA
Host Information: Alumnus/Alumna
Host's Title: Social Worker

Organization Website: www.chop.edu

About the Organization: Children's Hospital of Philadelphia (CHOP) is a 550+ bed hospital that sees over 1 million outpatient and inpatient admission each year. CHOP is committed to advancing healthcare for children through the integration of safe, high-quality, family-centered care with innovative research and professional education.

About the Externship: As a member of an interdisciplinary medical team that treats children with brain and spinal cord tumors, I provide comprehensive care to families by conducting psychosocial assessments, providing supportive counseling, and connecting family to resources at diagnosis, during treatment, and at end of life. I work with families in both the inpatient and outpatient setting.

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: Sociology, Psychology, volunteer experience, interest/experience working with children and families, interest in palliative care/end of life care

Number of Externships Offered: 1

Eligible Class Years: All Class Years;

This Experience Offers Housing/Transportation: None

Externship Number: 42

Industry: Healthcare

Department Function: General Family Dentistry

Organization: Larry F Rakowsky DMD

Externship Location: Ottsville, PA

Host Information: Former parent

Host's Title: Dentist / Owner

Organization Website: Rakowskyfamilydentistrty.com

About the Organization: *More than 30 years experience

* Example as to why a private dental
practice is still a good career choice

About the Externship: *How a small , successful health care business is run clinically and
admiinistratively

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 pursuing a dental career

Number of Externships Offered: 1

Eligible Class Years: All Class Years;

This Experience Offers Housing/Transportation: None

Externship Number: 43

Industry: Healthcare
Department Function: Medical/Health

Organization: Ludwick Eye Center
Externship Location: Chambersburg, PA
Host Information: Parents
Host's Title: Owner, Medical Director

Organization Website: ludwickeyecenter.com

About the Organization: At Ludwick Eye Center we understand your vision is precious to your life. Our ophthalmologists and optometrists specialize in a range of general and surgical procedures for your eyes. We are dedicated to offering our patients the highest quality care and most advanced surgical techniques in our comforting, state-of-the-art environment. Our skills and experience, along with our promise to be honest and truthful in all aspects of our work, is the basis of quality care at Ludwick Eye Center.

About the Externship: Shadow an Eye Doctor

Length of the Experience: 3 days

Expected Attire: Prof. business attire for clinic and scrubs for surgical observations

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 desire to work in the medical field. Students must have a current TB test to observe surgeries.

Number of Externships Offered: 1

Eligible Class Years: All Class Years;

This Experience Offers Housing/Transportation: None

Externship Number: 44

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: not known, my email address... 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: 45

Industry: Healthcare

Department Function: Caring for patients

Organization: OAA ORTHOPAEDIC GROUP

Externship Location: Allentown, PA

Host Information: Husband is alum...david

Host's Title: Physician

Organization Website: Oaaortho.com

About the Organization: I am a sports medicine physician in a large multispecialty 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

Externship Number: 46

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: 47

Industry: Healthcare

Department Function: Healthcare and Hospital Care

Organization: UPMC Pinnacle

Externship Location: Harrisburg, PA

Host Information: Alumnus/Alumna

Host's Title: Medical Director and Hospitalist Site Director

Organization Website: pinnaclehealth.org

About the Organization: UPMC Pinnacle is a major healthcare provider in southcentral PA.

About the Externship: My work is a nice mix of clinical care (seeing patients) as well as administrative time (designing system care). There will be opportunities to sit in lectures and to visit with medical students and residents.

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 a career in healthcare. The student will have to complete child abuse clearance and computer based learning modules through UPMC Pinnacle. They will need to obtain a photo ID as well as a parking placard.

Number of Externships Offered: 3

Eligible Class Years: Sophomore;Junior;

This Experience Offers Housing/Transportation: None

Industry: Law

Department Function: Estate Planning & Administration; Financial Planning

Organization: Aevitas Law (formerly Mitchell & Young) & Ambassador Advisors

Externship Location: Lancaster, PA

Host Information: Alumnus/Alumna

Host's Title: Attorney & Financial Advisor

Organization Website: www.aevitas.law / www.ambassadoradvisors.com

About the Organization: We have two firms that work very closely together. The student experience with us will include shadowing with both firms.

At Aevitas Law, our specialization gives us the ability to develop highly-customized and effective solutions, while giving clients peace of mind. The areas in which we specialize include: estate planning, charitable planning, estate administration/settlement, real estate and commercial property, business entity formation and contracts, and succession planning.

At Ambassador Advisors, a full service wealth management and financial planning firm, we bring a well-balanced, stewardship-centered approach to financial planning. By providing financial guidance with integrity and experience, we believe we can impact the lives and financial well-being of you and those you cherish.

About the Externship: The student will sit in on client appointments with attorneys and financial advisors. The student will also observe and shadow with team members in back-office roles such as paralegal, paraplanner, client relationship manager, and client service coordinator.

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: Experience and interest in the financial industry is helpful.

Number of Externships Offered: 1

Eligible Class Years: Senior;

This Experience Offers Housing/Transportation: None

Externship Number: 49

Industry: Law
Department Function: Law

Organization: Champion Law Office, LLC
Externship Location: Carlisle, PA
Host Information: Friend of the College
Host's Title: Owner

Organization Website: www.championlawofficellc.com

About the Organization: Expert legal services for businesses, educational institutions, nonprofits and individuals

About the Externship: Champion Law is a general practice law firm serving businesses, educational institutions, nonprofit entities and individuals. Students will be able to observe how a general law firm is run and in some cases observe the legal system in action by attending a hearing or other legal proceeding.

Length of the Experience: 1 day

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: N/A

Number of Externships Offered: 2

Eligible Class Years: All Class Years;

This Experience Offers Housing/Transportation: None

Externship Number: 50

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

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.

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: 51

Industry: Law

Department Function: Workers' Compensation

Organization: Frommer D'Amico LLC

Externship Location: Harrisburg, PA

Host Information: Alumnus/Alumna

Host's Title: Attorney

Organization Website: www.mycomplawyers.com

About the Organization: I represent injured workers.

About the Externship: They could attend a client interview or hearing.

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 law school

Number of Externships Offered: 1

Eligible Class Years: All Class Years;

This Experience Offers Housing/Transportation: None

Externship Number: 52

Industry: Law

Department Function: Law Practice and solicitor for the Chester County, Pa., Department of Children, Youth and Families

Organization: Lamb McErlane, PC

Externship Location: West Chester, PA

Host Information: Alumnus/Alumna

Host's Title: Attorney

Organization Website: lambmcerlane.com

About the Organization: We're a 35 lawyer firm doing just about everything lawyers do in the suburbs of a major city; civil litigation, criminal defense, family law, municipal law, trusts and estates, personal injury, etc.

About the Externship: When I've done things like this in the past I've gotten the hearing and trial schedules of everyone in the office and allowed the intern to pick what they want to see and given the intern the opportunity to sit down with the particular lawyer he or she observed and get an explanation of what happened and ask any questions he or she would like.

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 going to law school.

Number of Externships Offered: 2

Eligible Class Years: All Class Years;

This Experience Offers Housing/Transportation: None

Externship Number: 53

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.saldridgelaw.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: 54

Marketing and Communications

Industry: Marketing and Communications
Department Function: Advertising - all departments

Organization: Spur Marketing
Externship Location: Horsham, PA
Host Information: Alumnus/Alumna
Host's Title: Business Lead

Organization Website: www.spurmarketing.com

About the Organization: Spur Marketing is a small advertising firm based outside of Philadelphia focused primarily on the medical device, diagnostic, and health IT space.

- Think Mad Men, just in the medical industry in the suburbs of PA!

About the Externship: During the externship, there will be an opportunity to get hands-on experience supporting the creative and client service teams, exposure to the creative development process (copywriting, graphic design, and editorial services), and an understanding of agency operations

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: Business major; interests in the creative space, medical industry, and/or marketing

Number of Externships Offered: 1

Eligible Class Years: Junior;Senior;

This Experience Offers Housing/Transportation: None

Externship Number: 55

Industry: Marketing and Communications
Department Function: Digital Marketing

Organization: Tranzact
Externship Location: Raleigh, NC
Host Information: Alumnus/Alumna
Host's Title: Digital Marketing Director

Organization Website: <https://www.tranzact.net/>

About the Organization: TRANZACT is the market leader in delivering high-volume sales for the top insurance brands in America. We connect people with relevant and meaningful health and life insurance products--from first impression to securing customers with useful policies. The foundation of our company culture is Be Real: be authentic, be passionate, be responsible, be trustworthy.

About the Externship: You will work with a fellow Dickinsonian in our Raleigh, NC office, which is home to our digital marketing and owned media capabilities. Our digital marketers work with graphic designers, web developers and content editors on a daily basis to develop and execute digital strategies in support of the business. Great opportunity grounded in data analytics and marketing strategies using digital advertising tools such as Google, Bing and Facebook. Flexible length of experience: 2-10 days

Length of the Experience: 4 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: Interests in marketing, digital strategy, tech, insurance industry

Number of Externships Offered: 2

Eligible Class Years: All Class Years;

This Experience Offers Housing/Transportation: None

Externship Number: 56

Industry: Marketing and Communications
Department Function: Marketing / Advertising / Digital

Organization: Wavelength Marketing, LLC
Externship Location: Lancaster, PA
Host Information: Alumnus/Alumna
Host's Title: President

Organization Website: wavelengthresults.com

About the Organization: Wavelength Marketing, LLC is a full-service, integrated marketing firm that serves B2B and B2C clients in the mid-Atlantic. Our services include branding, advertising, digital marketing (social media, SEO, SEM, geofencing and more), public relations, graphic design, photography, website development, and sales and marketing integration. Our award winning team has worked with clients as large as General Electric and as small as regional start ups.

About the Externship: We provide strategic marketing counsel, graphic design, public relations and digital marketing services to a wide range of client in a fast-paced, dynamic environment. Students will be able to observe a wide range of disciplines in a short period of time.

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:

Number of Externships Offered: 1

Eligible Class Years: Junior;Senior;

This Experience Offers Housing/Transportation: None

Externship Number: 57

Industry: Marketing and Communications
Department Function: Brand Marketing

Organization: Delia Associates

Externship Location: Whitehouse, NJ

Host Information: Alumnus/Alumna

Host's Title: President/CEO

Organization Website: 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

Externship Number: 58

Industry: Marketing and Communications
Department Function: Media

Organization: ESPN

Externship Location: New York, NY

Host Information: Alumnus/Alumna

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

Organization Website: 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 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 or Junior looking for a possible internship with ESPN in the future.

Number of Externships Offered: 1

Eligible Class Years: Sophomore;Junior;

This Experience Offers Housing/Transportation: None

Externship Number: 59

Museum/Special Collections

Industry: Museum/Special Collections

Department Function: Arts Management and Consulting

Organization: Kunszt Art Services

Externship Location: New York, NY

Host Information: Alumnus/Alumna

Host's Title: Founder/Head

Organization Website: Forthcoming! Will email with update when website launches.

About the Organization: Kunszt Art Services is an arts management and consulting business. Started in 2016, KAS manages two privately held art collections together worth \$26 million and also provides arts programming, event production and artist management services to its clients.

About the Externship: KAS is a new business run solely by me, the founder, and is unlike a traditional office environment. I work either from home, a co-working space, or onsite for clients, and the work varies significantly according to the clients who work with KAS. Art collection management as a profession is rare, so a student working for me will not necessarily be getting a representative view of job prospects in the art world. While my work involves significant PR strategy, work directly with artists, and work with other art world institutions such as museums, galleries and auction houses, the student can expect to spend the majority of time working on the collections, which is a lot like being a glorified art librarian. It can be tedious and complex at the same time. The student should be adult, well-spoken and focused, and equipped with strong research and writing skills, but an extensive knowledge of art or art history is not required by any means. On the upside, I will provide my co-working space at no charge to the student for one week of the externship, and the student will come away with a quality professional work product that they will be able to show to potential future employers.

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: Strong research and writing skills, ability to work without constant direction or supervision, and an interest in the arts.

Number of Externships Offered: 1

Eligible Class Years: All Class Years;

This Experience Offers Housing/Transportation: None

Externship Number: 60

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: <https://www.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

Externship Number: 61

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

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: Temple Libraries is preparing to move into a new main library in spring 2019. Extern will work with SCRC staff to describe, preserve, rehouse, and organize collections for the move and assist in maintaining reference and instructions services during the transition.

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

Externship Number: 62

Non-Profit Management

Industry: Non-Profit Management
Department Function: Economic Development

Organization: Hillsborough Street Community Service Corporation
Externship Location: Raleigh, NC
Host Information: Alumnus/Alumna
Host's Title: Executive Director

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

About the Organization: The Hillsborough Street Community Service Corporation is an independent, not for profit municipal service district, created by the City of Raleigh in partnership with NC State University and the property owners, merchants and residents on and around Hillsborough Street. 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 Executive Director I am responsible for the effective operation of the organization, including management of the staff, budget and Board. The student will likely observe a range of activities associated with the management of the organization, meetings, budgeting and review and development of programs designed to help grow the economic success of the corridor.

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: Business and economics, economic development, community building and service, public policy and political science.

Number of Externships Offered: 1

Eligible Class Years: Sophomore;Junior;Senior;

This Experience Offers Housing/Transportation: None

Externship Number: 63

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: Employee

Host's Title: Executive Director of Donor Relations

Organization Website: 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

Externship Number: 64

Industry: Non-Profit Management
Department Function: Youth Programs

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: shamesjcc.org

About the Organization: The Shames JCC on the Hudson is in the middle of a huge organizational growth: we are quadrupling our building size, staff size, program size, and membership size. 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: 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: Transportation

Externship Number: 65

Industry: Non-Profit Management

Department Function: Oversee and implement digital/interactive projects

Organization: The Case Foundation

Externship Location: Washington, DC

Host Information: Alumnus/Alumna

Host's Title: Vice President 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'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: Students with an entrepreneurial mindset and/or a passion for how technology can be used to create change will find the most value in this opportunity. This can be from any variety of majors, backgrounds, and previous experiences.

Number of Externships Offered: 3

Eligible Class Years: All Class Years;

This Experience Offers Housing/Transportation: None

Externship Number: 66

Industry: Non-Profit Management

Department Function: social service/mental health/substance abuse treatment

Organization: Wellmore Behavioral Health

Externship Location: Waterbury, CT

Host Information: Alumnus/Alumna

Host's Title: Director, Community Support Services

Organization Website: www.wellmore.org

About the Organization: Wellmore Behavioral Health serves a 44-town region spanning from Greater Waterbury and the Naugatuck Valley to Northwest Connecticut and nearly 300 employees at 9 sites. Wellmore is expected to serve more than 10,000 clients on an annual basis, including children, adolescents, adults and entire families. We work to promote lifetime wellness through essential and innovative treatment and support. Wellmore Behavioral Health envisions a community where individuals are empowered to lead healthy and fulfilling lives.

About the Externship: This externship experience will provide students the opportunity to learn about a variety of different career paths within a community non-profit providing mental health & substance use services to children, families and adults. The student will attend programmatic meetings, interview a variety of staff (from front line staff to senior management), observe/shadow client meetings (where/when permission is given). Emphasis will be placed on having discussions with people within a variety of roles (from direct care, to business office, to clinical leadership) to explore the skills and work done within each role.

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: This externship provides an opportunity to learn a great deal about the functioning and management of a community based social service agency. Those interested in working with specific groups of people or populations (ie. mental health, substance use, children's services, policy implementation, clinical services, etc) would probably find value in this experience. Experience working with people through volunteer work or jobs would be helpful, but is not completely necessary.

A schedule will be distributed before the visit with the type of meetings/discussions included; it would be optimal if students would arrive having done some thinking/wondering about the work so that a lively dialogue would occur between staff and students.

Number of Externships Offered: 3

Eligible Class Years: All Class Years;

This Experience Offers Housing/Transportation: None

Externship Number: 67

Industry: Non-Profit Management
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

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

Externship Number: 68

Industry: Non-Profit Management

Department Function: Fundraising

Organization: Ensemble Studio Theatre

Externship Location: New York, NY

Host Information: Alumnus/Alumna

Host's Title: Development Manager

Organization Website: ensemblestudiotheatre.org

About the Organization: Founded in 1968, Ensemble Studio Theatre develops and produces original, provocative and authentic new plays. A dynamic community of artists committed to the collaborative process, EST discovers and nurtures new voices and supports artists throughout their creative lives. We believe this extraordinary support yields extraordinary work. Over fifty years, EST has developed artists including Annie Baker, Lucas Hnath, David Mamet, Martyna Majok, and Clare Barron.

About the Externship: The Development Manager is responsible for raising the funds necessary to operate a fifty year old Off-Broadway developmental theater with an annual budget of \$2 million. Externs will learn about writing grant proposals and applications, planning and executing special events such as galas, and working with patrons to solicit donations and to show them the impact of their support. Students will have the opportunity to attend a weekly staff meeting, tour the theater, sit-in on rehearsals for an upcoming production, and meet with other administrative staff of the theater. They will learn about the structure of non-profit organizations and New York City theaters, the process of finding and securing grants, the various "buckets" of fundraising, the use of a CRM database, and the collaborative relationship between development and marketing.

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: Writing; social & communication skills, including the ability to easily and immediately make connections; organization and task-management; interest in non-profit work, the arts, theater, fundraising, marketing, or communications

Number of Externships Offered: 2

Eligible Class Years: Sophomore;Junior;Senior;

This Experience Offers Housing/Transportation: None

Externship Number: 69

Science & Technology

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

This Experience Offers Housing/Transportation: None

Externship Number: 70

Industry: Science & Technology
Department Function: Study and Research

Organization: Rice University
Externship Location: Houston, TX
Host Information: Alumnus/Alumna
Host's Title: Graduate Student Researcher

Organization Website: <https://graduate.rice.edu/>

About the Organization: Rice University is a private, tier one research institution that engages in STEM research across the natural sciences, social sciences, and branches of engineering. Rice is particularly well-known for advances in nanotechnology, space science, bioengineering, and, due to its close proximity to the Texas Medical Center, translational medicine. The graduate program offers degrees at the master's and doctoral levels in a broad spectrum of science, engineering, humanities, music, and business fields, with a total graduate student population of about 1,500. For the PhD programs in STEM fields, students receive a tuition waiver and a stipend in order to complete their advanced course work and carry out original experimental or theoretical research.

About the Externship: I am in the Applied Physics PhD program, which spans most of the natural science and engineering departments on campus, and my area of research is theoretical biological physics. The student's externship experience will be tailored to their field of interest and will include the opportunity to: Explore the graduate school path and related scientific research careers, Have informational interviews with faculty principle investigators and graduate student researchers, Observe research group meetings and meetings with collaborators, Attend scientific presentations, Tour laboratory facilities, Assist with research and possibly complete a small project of their own.

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: Any students interested in learning about graduate school and doing scientific research are encouraged to apply. The experience would be especially beneficial for those majoring in or considering research careers in any of the natural sciences, social sciences, engineering, or medicine.

Number of Externships Offered: 1

Eligible Class Years: All Class Years;

This Experience Offers Housing/Transportation: Housing

Externship Number: 71

Industry: Science & Technology
Department Function: Biotechnology

Organization: Biotechnology Innovation Organization
Externship Location: SW Washington, DC
Host Information: Alumnus/Alumna
Host's Title: President and CEO

Organization Website: bio.org

About the Organization: BIO is the world's largest trade association representing biotechnology companies, academic institutions, state biotechnology centers and related organizations across the United States and in more than 30 other nations. BIO members are involved in the research and development of innovative healthcare, agricultural, industrial and environmental biotechnology products. BIO also produces the BIO International Convention, the world's largest gathering of the biotechnology industry, along with industry-leading investor and partnering meetings held around the world.

About the Externship: We provide advocacy, policy and convening services to the industry.

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 biotechnology
Number of Externships Offered: 1
Eligible Class Years: All Class Years;
This Experience Offers Housing/Transportation: None

Externship Number: 72

Industry: Science & Technology
Department Function: Graphic & Web Design

Organization: Employee Navigator
Externship Location: Bethesda, MD
Host Information: Friend of the College
Host's Title: Product Designer

Organization Website: www.employeenavigator.com

About the Organization: Employee Navigator provides comprehensive, online benefits administration and HR software for insurance brokers and their clients. 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. Employee Navigator's SaaS-based solution is currently used by over 600 of the nation's leading insurance brokers to support over 11,000 companies, 1.2M employees and over \$4B in premium

About the Externship: I am responsible for all brand & marketing design at Employee Navigator (e-mail, blog, social media), as well as video & animation needs. I also lead the creation of prototypes on new & existing Employee Navigator product features. I collaborate closely with developers, 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 a graphic design curriculum. Interests in technology, software, and design are a plus.

Number of Externships Offered: 1

Eligible Class Years: Junior;

This Experience Offers Housing/Transportation: None

Externship Number: 73

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

Organization Website: 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: Major: computer science, engineering, social innovation & entrepreneurship, pre-business management, law & policy, or policy management; anthropology & sociology majors may also find this externship rewarding

Interests: public service, international cooperation, climate change, medical services, university-business collaborations

Number of Externships Offered: 1

Eligible Class Years: Sophomore;Junior;Senior;

This Experience Offers Housing/Transportation: Transportation

Externship Number: 74

Industry: Science & Technology
Department Function: Membership Development and Engagement

Organization: National Council for Science and the Environment
Externship Location: Washington, DC
Host Information: Alumnus/Alumna
Host's Title: Member Communications and Engagement Coordinator

Organization Website: <https://www.ncseglobal.org/>

About the Organization: The National Council for Science and the Environment (NCSE) advances informed environmental policy and decisionmaking through science. Our work and programs include interdisciplinary research, scientific assessment, information dissemination, training and curriculum development. We engage scientists, educators, policymakers, business leaders and officials at all levels of government.

About the Externship: The Member Communications and Engagement Officer works with NCSE's member colleges and universities to recruit and renew members. The position also oversees social media and other communications with members and the broader NCSE community. Students will learn about the workings of a small nonprofit focused on environmental and science policy.

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 the environmental field, policy, and/or nonprofits

Number of Externships Offered: 2

Eligible Class Years: All Class Years;

This Experience Offers Housing/Transportation: None

Externship Number: 75

Industry: Science & Technology
Department Function: IT - Application Delivery

Organization: Selective Insurance Company of America
Externship Location: Branchville, NJ
Host Information: Alumnus/Alumna
Host's Title: IT Application Manager

Organization Website: <https://www.selective.com/>

About the Organization: Selective is a super-regional P&C carrier with a long history of financial strength, superior execution and disciplined growth.

About the Externship: I manage a team that develops and supports the applications that our corporate users depend on for critical business processes (General Ledger, Reinsurance, etc). The student will have an opportunity to learn about Selective, shadow team members, participate in meetings, and an informal Q/A time with my team. I will also setup time for the student to meet with HR/Recruiting to discuss entry-level positions (Seniors), or internship opportunities (Juniors).

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: Computer Science Major

Number of Externships Offered: 1

Eligible Class Years: Junior;Senior;

This Experience Offers Housing/Transportation: None