



SPRING EXTERNSHIP PROGRAM

student FAQs

Gain insight through an inside view of professionals at work, and learn how to apply your major to a career field by job-shadowing a company for one day or two days.

What you need to know about the program:

Why do an Externship?

- You will learn more about the day-to-day work life of professionals in a career field of your interest.
- You will gain greater insight into possible career choices.
- You will learn how to apply your major to a career field.
- You will gain opportunities to make professional connections and build networks for your future career development.
- This experience may help you to plan your time at N.C. State more productively.

What are some examples of Externships?

- Observe professionals on the job and ask questions to learn more about the career of your choice
 - Conduct informational interviews
 - Tour the company / organization facility
 - Attend meetings and other work functions
 - Develop contacts who may help you find internships and jobs
- Students at the junior and/or senior level may also be able to:*
- Assist with research projects such as preparing reports, spreadsheets, etc.
 - Gain hands on experience by working with clients or customers or following crew members in the field
 - Under direct supervision of staff, you may be allowed to co-facilitate a group meeting, observe program activities and complete a special project related to your major

Who can participate and when does the Externship occur?

The Externship program is currently offered to N.C. State College of Engineering Freshmen; Sophomores may request to be included. The Externship will take place during Spring Semester; dates will be determined and announced during Fall Semester.

How long do Externships last?

The Externship will be between 1-2 business days depending on your employer's preference.

Can I earn academic credit for the Externship?

No. Externships are not eligible for academic credit.

What is the difference between an Externship and an Internship?

Externships are short term (between 1-2 business days), and offer no pay or academic credit. Internships are longer term that can take place all year round and are paid in most fields.

*Externships are excellent opportunities for students to be considered for future Internships.

What are the travel arrangements and costs for Externships?

Externships are either within 3 hours driving distance from N.C. State or may be available in locations near your permanent address. You are responsible for your own travel arrangements and costs to your Externship company location. This includes transportation, meals and lodging. Externship host (s) may treat you to lunch or assist you with other traveling expenses, but do not expect this.

How do I apply for Externships?

If you are eligible to participate, information with specific dates and instructions will be emailed to you in early January. Student registrations and the list of participating employers will be posted within ePACK. If you have questions or would like to know if you are eligible to participate, please email Leslie Bowman at leslie_bowman@ncsu.edu.

What happens after I am selected?

After completing the application and receiving notification of your Externship assignment, you will need to attend one of the mandatory orientation sessions.

What will be discussed at the Externship Orientation Session?

You will be prepared for the Externship experience including understanding what is expected of you and what you can expect to gain from the experience. We will provide tips on informational interviewing, information on professionalism and how to write a formal thank-you letter at the end of your experience.

Is the Externship Orientation Session mandatory?

Yes. You must attend the Session in order to participate in the Externship.

If you have more questions, please contact us.

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