

## Are there costs to participate?

No. There are no costs for sponsors. Students are responsible for all expenses. Many sponsors do choose to take their students to lunch one day, but students are instructed not to expect this perk and come to their externship prepared.

## Why be an Extern Sponsor?

- Have the opportunity to assist a student in exploring his/her future career path
- Gain a new perspective of your career field and organization from a fresh set of eyes.
- Identify potential students for internships or full time hires. Think of the externship as an extended interview.

## Basic Student Requirements

- For the pilot year, the Externship Program is for sophomore students and is offered by Career & Academic Planning and the Center for Multicultural Student Services.
- All students have applied, are in good standing with the university, and have agreed to attend the professional development meetings before and after their externships.
- Upon notification of extern and sponsor match, students are required to contact their sponsor to set up logistics of externship experience and submit 10 questions to be addressed during time together.

## About us...

**Career & Academic Planning...** We provide opportunities and support that engages students in the process of exploring, evaluating, and choosing academic programs and careers.

**Center for Multicultural Student Services...** celebrates diversity by heightening awareness and educating our constituents regarding cultural and ethnic diversity.

### Career and Academic Planning

Office & Resource Center  
Wilson 301, MSC 1016  
800 South Main Street  
James Madison University  
Harrisonburg, VA 22807

Phone: 540.568.6555  
e-mail: [cap@jmu.edu](mailto:cap@jmu.edu)  
[www.jmu.edu/cap](http://www.jmu.edu/cap)

### Center for Multicultural Student Services

Warren Hall, Suite 245, MSC 3504  
170 Bluestone Drive  
James Madison University  
Harrisonburg, VA 22807

Phone: 540.568.6636  
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EXTERN



**"Exploring Careers"**  
*Sponsor Information*

## What is James Madison's Jumpstart Extern Program?

The Jumpstart Externship Program at JMU is a new program being piloted for the 2009-2010 school year. It is a volunteer job shadowing opportunity for sophomore students with a professional development component. Students will meet monthly during the fall semester to prepare for their winter break externship experience. In the spring students will meet for reflection and additional professional development sessions.

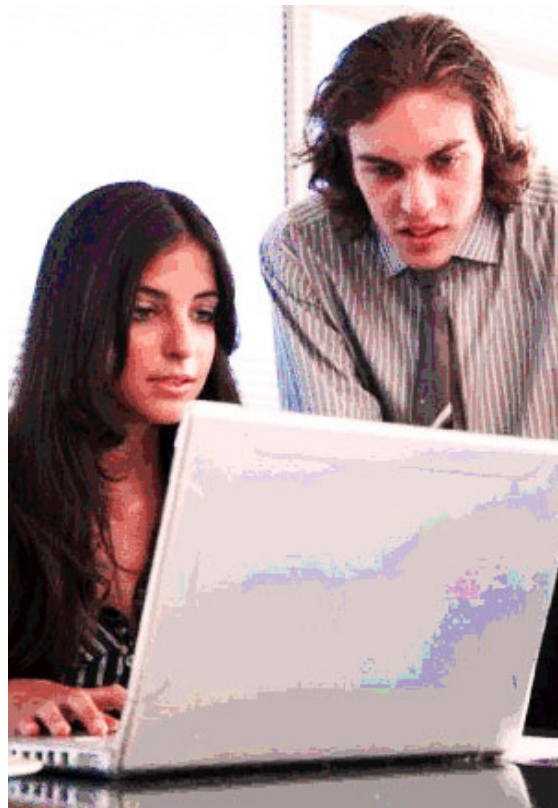
During the externship experience, students spend 1 to 5 days observing and often working with alumni professionals during winter break. Students and sponsors decide on the dates and times during winter break (December 14-January 8) that work best for them. This program gives students the opportunity to investigate a career field while experiencing a typical day on the job.



### What does a sponsor do?

As a sponsor, we ask that you develop an itinerary of activities to introduce your extern student to your organization or company. You decide what is appropriate for your work environment. Some options for extern activities include:

- Observing and asking questions
- Conducting informational interviewing with you or other personnel
- Touring the facility
- Observing actual meetings
- Observing and assisting with office tasks
- Assisting with projects
- Working directly and/or observing interactions with clients and customers



### How are students and sponsors matched?

- For the pilot year, we are sending out general requests for sponsors based on student's career and major interest areas. We will do our best to make the best possible match.
- Geographic location is key being students are responsible for providing their own transportation, lodging, and food costs. Most students choose to extern where they are from or where they have relatives they can stay with during the externship.

### What if a match is not made?

Our goal is to provide a quality job shadowing experience that benefits both the student and sponsor. If after every effort, an adequate match is not made, we will not place a student in the position, just to fill a spot. Being a sponsor requires time and effort. We appreciate this generosity of your time to help JMU students. If a match is not made, our only request is that you continue to volunteer your services as a sponsor or speaker at one of our professional development meetings in the future.



### How do I get started?

If you are interested in getting involved with the Externship Program at JMU or if you have any questions, please contact Laura Yu Hickerson at the contact information listed below by Friday, Oct. 23, 2009:

[hickerly@jmu.edu](mailto:hickerly@jmu.edu)

or

540-568-2801.