Northwestern Externship Program (NEXT)
Northwestern Alumni Association & Northwestern Career Advancement
Definition and Expectations

• What is an Externship?
  – **NEXT** is a one-day externship/job shadowing program that offers undergraduate students the opportunity to accompany alumni at their place of employment in order to learn about a specific field.

• How long is an Externship?
  – Typically one day in length, though can be negotiated between you and your Alumni Host.

• What can I expect from an Externship?
  – To gain experience and knowledge through observing and speaking with the host employer in their work environment.
Who Can Participate in NEXT?

- Any Northwestern student in a degree granting Program
  - All undergraduate and graduate students
  - School of Continuing Professional Students in degree-granting programs (e.g. B.S., B.A., BGS)*

*NEXT is not open to students in School of Professional Studies certificate programs or students-at-large
Potential Outcomes of NEXT

By Participating in NEXT you will be able to...

- List the typical duties associated with the field
- Describe the skills/qualities needed to be successful in the job
- Articulate the advantages and disadvantages of pursuing a career in the industry you learned about
- Gain a mentor in your chosen field
- Understand the company culture
- Establish inroads into a company
- Receive advice from alumni about how to apply for internships or jobs within your chosen field
Examples of Past Externships

• Observe surgery with an Orthopedic Surgeon
• See how litigation is done at a large law firm in New York City
• Shadow a VP for Celebrity Services at Leo Burnett
• Follow the President of Finance at GE Capital
• Discover how advertising campaigns are created at Google
• Observe how laws and policies are made with a State Senator in Minneapolis
• Learn how news segments are produced with a Producer for NBC News
Application Process

- Applications start January 20th [https://mentor.northwestern.edu/programs/next](https://mentor.northwestern.edu/programs/next)
- If you are NOT already registered for the mentorship program, create an account for NEXT as soon as possible (*please keep in mind that it can take 1-2 business days for your account to be approved before you can start searching for externships)*.

- Deadline for Externship Choices: February 7, 2017

- **February 8:** Alumni begin viewing applications and rank them based on who they feel will be the best fit.
- **February 22:** System matches students and alumni
- **February 25:** Students/Alumni can log into the system and find out their alumni match
- March 20 and April 17, 2017: Externships take place*

*May be arranged on different dates depending on alumni
• Go to the main **NEXT** site:

• If you have never signed up for the NAA Mentorship Program, then click on “Create an Account and Register for NEXT” (it takes 1-2 business days to approve your account before you can start applying for externships.)

• If you are already signed up for the mentorship program, click on “Register for NEXT”
Externship Agreement

YOU...

1. Agree to go through with match once matched
2. Will contact your student host once matched
3. Are responsible for all travel and accommodations
4. Keep host’s work confidential where applicable
5. University is not liable for injuries incurred during NEXT
6. Agree to do an evaluation of NEXT
7. Allow any pictures to be posted on social media of NAA/NCA
Fill out student profile information (demographics and career areas of interests)

Once profile is completed, then you will receive an email stating that your profile has been completed. It can take the NAA 1-2 business days to approve your profile.
Once approved, you will see this screen

Click on “Search” to begin searching
Select criteria for externships
1. Add the hosts/opportunities of interest to your shortlist.

2. Go to your "Application Shortlist" and decide which opportunities to which you would like to apply and move them to your application list. **You can apply for up to 8 opportunities**

3. Complete applications for each opportunity.

4. Rank your preference of applications.

5. Submit all applications at once
For each externship, submit a resume (no contact information) and a short essay on why you are interested in that externship.

**MUST COMPLETE BY FEBRUARY 7**
Maximize Your Chances of Getting Matched

• Getting matched is not guaranteed; the more externships to which you apply, the better your chance of being matched

• Consider details about the externship to make sure it’s right for you e.g. location (Do you have the funds to get/stay there?)

• You can apply to and rank up to 8 externships, but will only be able to participate in 1 (if matched)

• Apply to a variety of companies

• Do your homework on the company and industry

• Customize your short essay: what attracts you to the company, what do you hope to gain from NEXT?

By applying to NEXT you are agreeing to participate if matched with an alumni host
What Your Day Might Look Like

The following is a sample agenda, taken from an actual extern’s schedule:

9am – 10am: Meet with host

10am – 12pm: Accompany host to business update meeting; Get a general overview of the company

12pm – 1pm: Lunch with host and some of host’s colleagues

1pm – 4:30pm: Three consecutive meetings with host’s colleagues in various divisions of the company

4:30pm – 5pm: Open – extern had the option to meet with someone in HR or to re-connect with host and ask any follow up questions.
NEXT Training Sessions

February 28 and March 2, 2017
4:00-5:00 pm, Norris

Learn how to make your externship successful! You will learn to:

- Effectively prepare for your externship
- Use online resources to research career paths and/or organizations
- Formulate good questions to ask your alumni host during your externship
Past Extern Photos
Questions? Please contact us:

next.student@northwestern.edu

There is no future obligation of any kind, by either the alumni host, or the student.