Definition and Expectations

• What is an Externship?
  – Provides you the opportunity to interact with and observe a professional in a career you are interested in pursuing.

• How long is an Externship?
  – Typically one day, but 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 virtual or in-person work environment.
Who Can Participate in NEXT?

• Any Northwestern student in a degree granting program
  – All undergraduate and graduate students
  – School of Professional Studies 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
Learning Outcomes for NEXT

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

1. List the typical duties associated with the job of the alumni host you shadow
2. Describe the skills/qualities needed to be successful in the job you observed
3. Articulate the advantages and disadvantages of pursuing a career in the industry you learned about through shadowing in the context of your personal skills, interests, and goals
Sample of Externships

- Chicago Cubs
- Disney ABC Television Group
- General Motors
- Hospitals & Healthcare Organizations (variety)
- IBM
- JP Morgan
- NBC Universal
- San Francisco Ballet
- Squarespace
- The Wall Street Journal
- Tiktok
- US Department of Justice
- Warner Bros. Animation & Warner Bros. Television
Application Process

• Complete your profile as soon as possible to allow for approval time
• Apply for up to 8 externships
  – Tailored narrative for each externship
  – Upload an **anonymous resume** for each externship
• Timeline:
  – Apply for your selected externships
    **by November 16**
  – Matches will be completed
    **week of December 8**
  – All matched students complete virtual training session
    **by December 22**
  – Students reach out to alumni hosts within a week
  – All externships to be complete
    **as soon as possible but before June**
Fill out student profile information (demographics and career interests)

Once profile is completed, 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 the application period is open (November 1-16) and your registration is approved, you can log in and click on “Search” to begin searching.
Select criteria for externships.

You can search by industry, location, company, in-person or virtual, and more.
1. Add the hosts/opportunities of interest to your list.

2. Go to your "Applications" and complete applications for each opportunity. **You can apply to up to 8 opportunities.**

3. You may complete and submit each application as you complete each one.

4. Rank your preference of applications. You may adjust the rankings of your apps until the deadline on November 16.
Note that alumni have a maximum number of applications they can receive. You will be alerted if a host is no longer available or if there are limited spots.

This is why you can now submit your apps one at a time to ensure you can apply to any that may have limited applications left. Be sure to refresh often to ensure the most accurate “spots left” numbers.
For each externship, submit an anonymous resume (no name or contact information) and a short essay on why you are interested in that externship.

MUST COMPLETE AND RANK BY November 16.
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 **ALL** details about the externship to make sure it’s right for you (industry or type of work and the **format** (in-person or virtual))

• 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 you are interested in.

• 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**

**Sample Agenda:**

<table>
<thead>
<tr>
<th>Time</th>
<th>Name/Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 AM – 9:30 AM</td>
<td>Welcome and walking tour of organization</td>
</tr>
<tr>
<td>9:30 AM – 10:00 AM</td>
<td>Get to know each other and chat about career goals and NU</td>
</tr>
<tr>
<td>10:00 AM – 10:30 AM</td>
<td>BREAK (restroom, coffee, step outside, etc.)</td>
</tr>
<tr>
<td>10:30 AM – 11:30 AM</td>
<td>Join host’s team meeting to learn about current projects</td>
</tr>
<tr>
<td>11:30 AM – 12:00 PM</td>
<td>Debrief team meeting and client expectation and goals</td>
</tr>
<tr>
<td>12:00 PM – 1:00 PM</td>
<td>LUNCH</td>
</tr>
<tr>
<td>1:00 PM – 2:00 PM</td>
<td>Resume review, industry trends, and hiring practices</td>
</tr>
<tr>
<td>2:00 PM – 3:00 PM</td>
<td>Meeting with host’s colleague in another department</td>
</tr>
<tr>
<td>3:00 PM – 3:30 PM</td>
<td>Meeting with HR to learn about roles and company specifics</td>
</tr>
<tr>
<td>3:30 PM – 4:30 PM</td>
<td>Additional questions, how to stay in touch, and wrap up</td>
</tr>
</tbody>
</table>
NEXT Training Session

**Training will be made available as soon as students are matched. It is mandatory.**

*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
Questions?

Please contact us at:

next.student@northwestern.edu