What is an Externship?
An externship is a short-term shadowing opportunity that typically lasts one to two days and is focused on learning, networking and observing.

Why do an Externship?
Help you choose your direction
Gaining first-hand exposure to potential career paths will give you insightful information to help reflect on how your skills, interests, values, and academic experiences influence your future direction. Externships can also help you gain awareness on how to integrate new opportunities that complement your liberal arts experience and build professional skills and competencies.

Explore possible career paths
Are you still trying to decide on the path you want to take after graduation? Externships are a beneficial and easy way to gain a better understanding of how your major(s) and broader liberal arts experiences can relate to future careers.

Looks good on your resume
Are you looking for things to add to your resume? Along with internships and on-campus leadership positions, externships are great ways to show your interest in and knowledge of a particular career field.

Network with fellow Denisonians and friends of the college
Do you want to know what alumni and other professionals have done with your major after graduation? The vast majority of externship hosts are either alumni or people affiliated with Denison. Not only can they tell you about their career paths and how they got started, but they can also provide ongoing mentorship and potentially connect you with internships and full-time job opportunities.

Still get to enjoy your break
Do you want to relax during your break, but also feel like you should be somewhat productive? Externships are the perfect way to gain very beneficial experience, while only taking up one or two days.

Externship Process

Resources for Finding Professionals
LinkedIn - Denison Group and “Find Alumni” Feature
All members of the Denison community are welcome to join the official Denison group on LinkedIn, and members of this group can review the profiles of fellow members and send introduction messages to fellow members. The Find Alumni feature allows individuals to explore the network by location, major, industry, company, and more!
Switchboard
A Denison-exclusive website where students, alumni and parents can make “Asks” and “Offers” on a variety of career related topics, including externships. Seek out relationships, advice on new cities, and industry insights.

Established Hosts
Previous externship hosts have included Accenture, Alliance Theatre, Bloomberg, City Year, Google, GSW Advertising, Edelman, Thompson Hine Law Firm, Turner Broadcasting, The Nielsen Company, Wiley Publishing, and many more. Students can work with a career coach to connect with previous host if there is a possible match.

Sample Email
1. Establish A Connection: I am a sophomore at Denison University who is interested in pursuing a career in your FIELD.
2. Make the Request: Because you are a Denison graduate succeeding at COMPANY, I hope to connect with you to learn more about your path from Denison. The university has established a program that connects students with alumni and friends of the University for one-day shadow experiences called externships, and I would like to talk with you to discuss the potential of an externship with you.
3. Set Next Steps: Are you available for a 15-minute phone call sometime during the next couple weeks? I tend to have the most availability on Tuesday and Thursday afternoons between 1 and 5pm.

Sample Externship Components
The student and the host are expected to connect (usually over the phone) to collaborate on the agenda for the day. The day could include a variety of components based on the selected student’s interest and the host’s available options. Options include an overview presentation of the industry/organization, a tour of the office with introductions to multiple professionals, time to observe professionals working, an opportunity to conduct informational interviews with relevant professionals, and a meeting with an HR professional who will provide an overview of the internship and entry-level job options.

Externship Stipend Program – Earn $100*
All students are expected fill out the externship registration form. If students want to apply for the $100 externship stipend, then they will have a few other requirements to complete that are meant to help maximize the externship.
→ Complete an appointment to review resume with a career coach and then email career@denison.edu once complete with the final resume
→ Submit an externship confirmation letter/email to career@denison.edu prior to the externship
→ Complete the externship and meet the expectations of the host
→ Follow up with the hosts based on your conversations (e.g. thank you note)
→ Complete a reflection assignment and send it to career@denison.edu. Reflection options include either a short PowerPoint deck or a one-minute video

Career Coach Support
A career coach will be happy to work with you to navigate the process of securing an externship. You can make an appointment through Handshake, by calling the front desk (740.587.6656) or by stopping by the center (205 Burton Morgan).

*Limit one externship stipend per student per academic year.

More questions? We can help! (740)587-6656 or career@denison.edu

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