



# EXTERNSHIP PROGRAM

The Externship Program at SFU's Beedie School of Business is an annual experiential learning initiative that offers graduate business students without Canadian work experience a means to learn about and explore a local workplace culture.

## WHY PARTICIPATE?

Our students are ready to learn about day-to-day work life. As an Externship host, you will welcome a student into your workplace for a one-week full-time job shadowing opportunity. In addition to supporting a student's transition to a career in Canada, you will:

- **Build your brand** amongst SFU Beedie graduate students who will soon enter the workforce.
- **Gain an international outlook** with a student who is diverse culturally and professionally.
- **Be the first** to connect with and learn about potential employees from our talent pool.

## PROGRAM TIMELINE

Registration period for industry professionals (hosts):	Now - March 15, 2020
Matching and Participant Confirmation:	February - March 2020
Contact by the Extern to arrange logistics:	March 30 - April 24, 2020
Externship Period:	<b>April 27 - May 1, 2020</b>
Program Evaluation/Survey (via e-mail):	May, 2020

## APPLY

Please complete the [online registration form](#) by March 15, 2020 to be added to the pool of externship hosts for the 2020 program.

## QUESTIONS?

Please direct your questions to **Beth Ren**, Externship Program Manager, at [jjer@sfu.ca](mailto:jjer@sfu.ca).

View past externship experiences at [RBC](#), [HSBC](#), [ITA](#), [ICBC](#) and [Blink Media](#).

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# COMMON QUESTIONS

## HOW DO I PLAN FOR THE EXTERNSHIP?

Most students participate in the Externship Program to learn more about the local workplace culture and their industry of interest in a “real world” setting. They want to know what your workday looks and feels like. Many students are also seeking advice on strategies for obtaining a job in the field or information about the background and experience needed to enter the workforce.

The specific activities involved in an externship will vary based on the host’s workplace, but some common ones you may want to consider:

- Introduce the Extern to colleagues
- Provide organization’s mission/vision statement and structure
- Take the Extern on a tour of the organization/facilities
- Share your career path story
- Discuss the Extern’s career interests and questions
- Provide job shadowing opportunities with you and/or colleagues
- Invite the Extern to observe meetings, conference calls, and other events
- Arrange informational interviews with your colleagues
- Invite the Extern to spend coffee/lunch breaks with you and/or colleagues
- Assign small, short-term projects
- Discuss potential career paths within the organization and the profession
- Discuss the Externship experience and share feedback with the Extern

Essentially, any activity that gives the Extern a tangible sense of daily life in your field is valuable.

## MY WORK INVOLVES CONFIDENTIAL INFORMATION. HOW WOULD THIS BE HANDLED?

If necessary, students can be asked to review and sign a non-disclosure agreement. The Externship can also be designed so that it excludes confidential activities.

## HOW IS A STUDENT SELECTED FOR THE EXTERNSHIP?

To be admitted to the program, students submit a resume, cover letter and application form. Once admitted, they will be matched with a host based on industry and functional area preferences. Students are only offered one Externship.

## WHAT HAPPENS ONCE I RECEIVE CONFIRMATION OF MY PARTICIPATION AS EXTERNSHIP HOST?

We will send the Extern an email with your preferred contact information. Your Extern will then contact you (most likely via email) prior to the externship start date to discuss logistics.

## CAN I ARRANGE FOR MY EXTERN TO SPEND TIME WITH OTHER COLLEAGUES?

Of course! We encourage Hosts to give a broad view of the professional roles at all levels in their organization and industry. Students also appreciate the opportunity to explore different fields within an organization and to expand their professional network.

## HOW DO I EVALUATE THIS PROGRAM AND/OR PROVIDE FEEDBACK TO THE EXTERN?

Your feedback ensures that our program continues to bring value to both the Extern and Host. We will send you a Program Survey on or shortly after the last day of the Externship. Please complete the survey by the end of May.

In terms of providing feedback to the Extern, you could either discuss the Externship experience with your student on the last day of the program, or share your thoughts with us through the Program Survey.