



# 2025 EXTERNSHIP PROGRAM ORIENTATION #1



- **Congratulations to the 2025 Spring Break Externs!**
- **208 students applied to over 100 hosts; 96 students matched with hosts in 2 international locations, 24 states, and online, in diverse career fields.**

# WELCOME

# Orientation Agendas

## Orientation #1

- Program requirements
- Connecting with your host(s)
- Logistics

## Orientation #2

- Informational interviews
- Thank you cards/email messages
- Post-program requirements
- Networking
- Guest etiquette

# PROGRAM REQUIREMENTS

Participating in  
an externship  
requires you to  
stay organized!



# IMPORTANT REMINDER:

If you miss *any* requirements, you may be ineligible for future CLS opportunities and funding!

# WAIVER

Due no later than  
3pm on Friday,  
February 7. Turn  
into Amanda R.,  
JCC second floor.

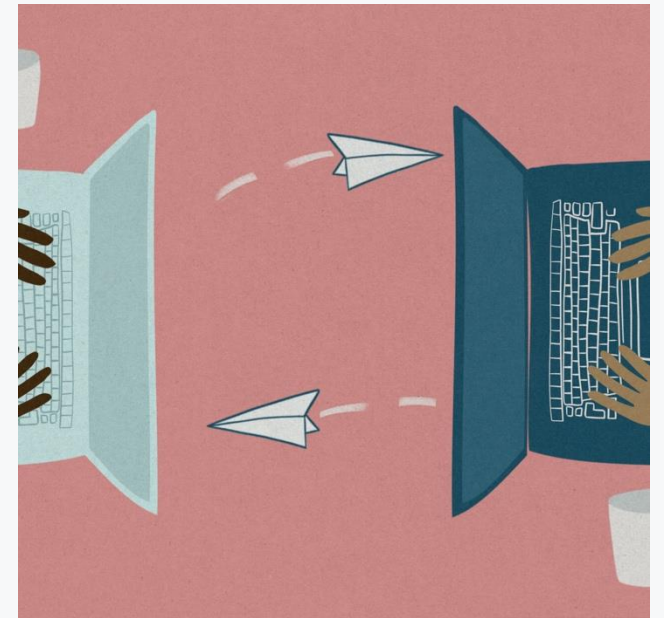
## For those of you who applied for funding

Check your email! You need to accept your funding award, as directed, if offered.

Funding amounts are fixed; no additional funding is available.

# Connect with your host(s)

- ✓ You will receive an email from your CLS externship adviser with your host's contact information.
- ✓ Reach out via email ASAP, but not later than Friday, February 7.
- ✓ Plan two pre-externship experience meetups on MentorGrinnell. Register now  
→ → →







JOIN  
MENTORGRINNELL



WHO ARE YOU?  
WHERE'S HOME  
FOR YOU?



WHAT ARE YOUR  
SPECIFIC OR  
EMERGING  
ACADEMIC AND  
CAREER  
INTERESTS?



WHAT INTRIGUED  
YOU ABOUT THE  
EXTERNSHIP  
EXPERIENCE YOUR  
HOST IS OFFERING?



IN-PERSON: WHAT  
RECOMMENDATIONS  
DOES YOUR HOST  
HAVE FOR  
TRAVELING TO  
THEIR LOCATION?



IN-PERSON: ARE  
THERE HOMESTAY  
CONSIDERATIONS  
TO SHARE?

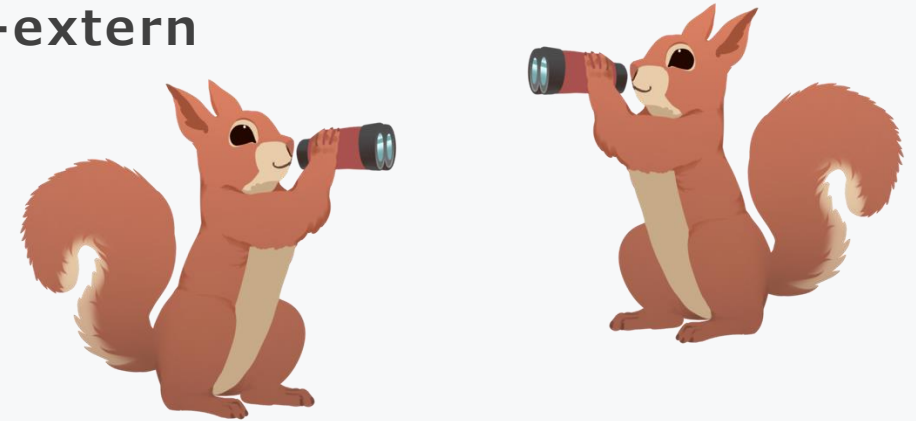


MENTORGRINNELL:  
YOU'VE SIGNED UP.  
INCLUDE GOOD  
TIMES YOU CAN  
MEET.

# Initial Email

# Co-Externs

You've received an email introducing you to your co-extern

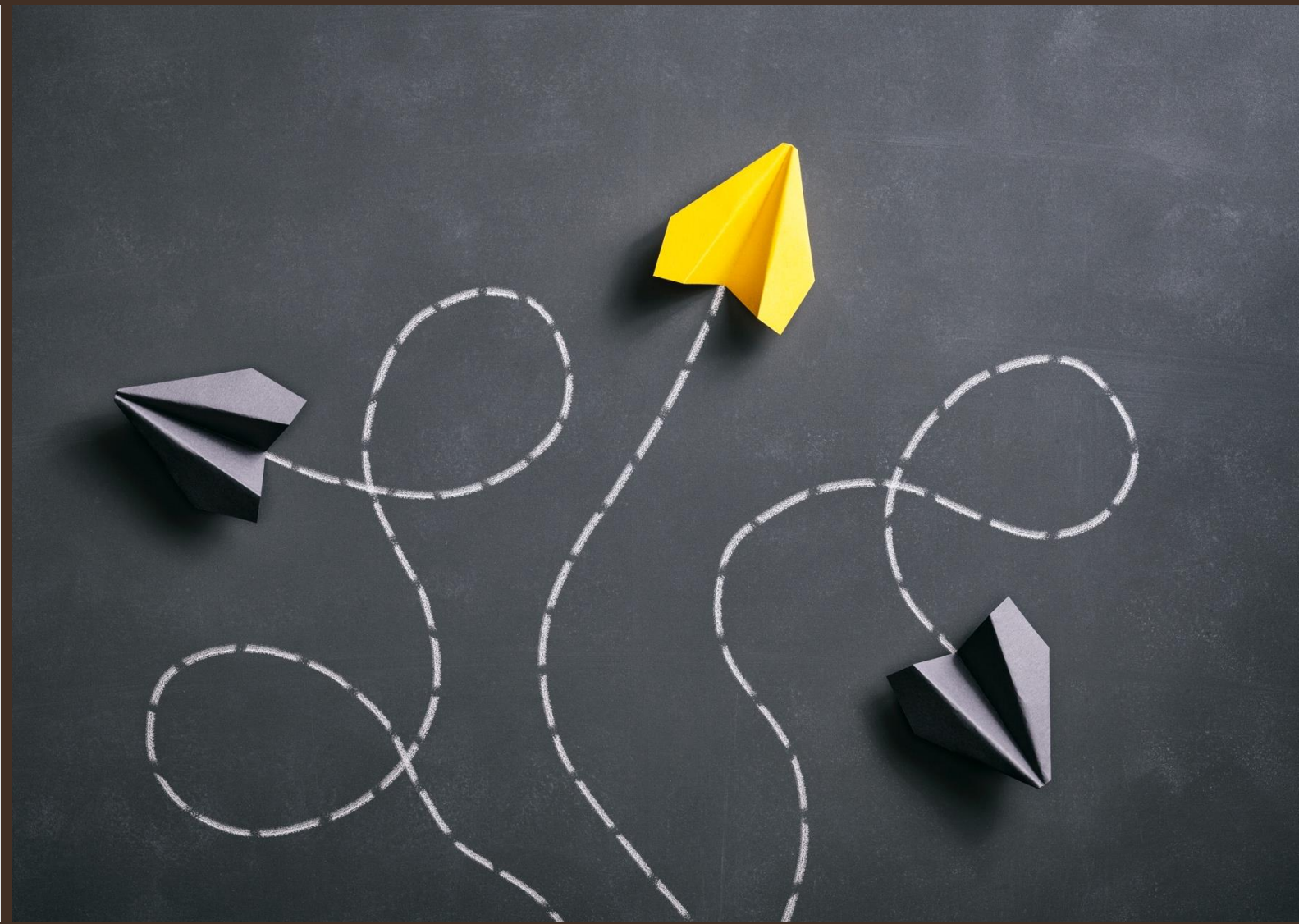


Consider how to:

- Coordinate travel, virtual meet-ups, and communications!
- Share experiences (meetings, projects)
- Work with your host regarding your shared and individual interests

# Travel Information

Book *after* you've connected with your host and confirmed your externship plan including dates and best times to arrive/depart.



# Travel & Budget Best Practices



**IF YOUR PLACEMENT IS  
LESS THAN FOUR HOURS  
FROM GRINNELL,  
CONSIDER TRAVELING BY  
BUS/SHUTTLE.**



**BE CERTAIN TO DISCUSS  
MEALS AND EXPENSES  
WITH YOUR HOST AND  
BUDGET APPROPRIATELY.**

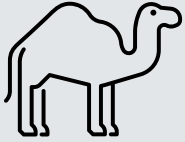


**IF YOU'VE RECEIVED A  
FUNDING AWARD AND  
YOUR EXTERNSHIP IS  
CANCELLED, THE CLS WILL  
WORK WITH STUDENTS  
REGARDING  
REIMBURSING FUNDING  
ON A CASE-BY-CASE  
BASIS.**

**Where possible, use College & CLS provided transportation:**

- ✓ **Spring Break Shuttles→DSM (\$30 one way)/Chicago (\$60 one way) – book EARLY**
- ✓ **CLS sponsored van to/from Des Moines airport: Thursday, March 13 (times TBD)**
- ✓ **CLS sponsored van to/from Des Moines airport: Tuesday, March 18 (times TBD)**
- ✓ **Required: Complete the travel arrangements form by February 15, 2025, at 5pm.  
The link will be emailed to you.**
- ✓ **For regional transportation, make your own arrangements in consultation with your host.**

**Traveling to/from Grinnell ...**



# Share Your Travel Arrangements

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You will be sent a link via email.  
Please report your travel  
arrangements by February 16.

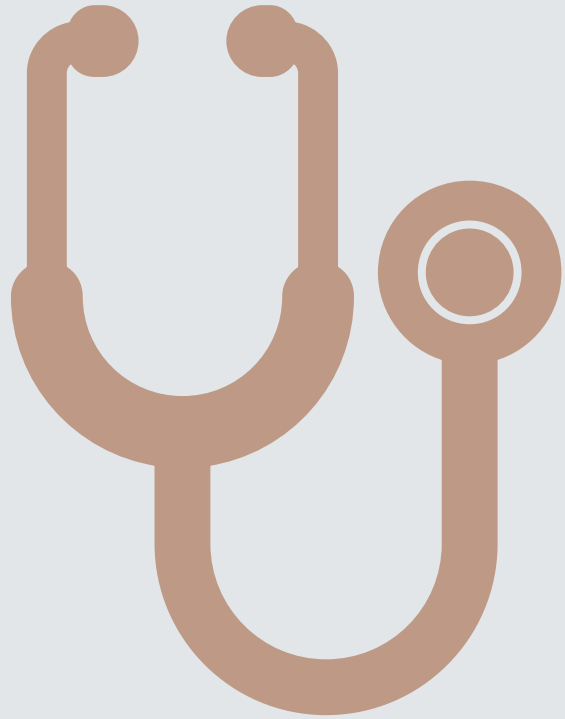


# REMINDERS

A few more things to keep  
in mind ...







## Do extern hours count for medical job shadowing?

Yes! Keep a log of the actual hours you spend shadowing on the job. On your med/professional school application, you will report up to 15 activities/experiences with dates, hours, and contact info. Track dates and hours for *everything* you do through college/gap years. Shadowing for med school is reported on the honor system, but a phone/email contact to verify your experiences will be required.

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**Second Orientation Session – Register now if you haven't already (Ori #2 noon, 2.25, or 6pm 2.27)**

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**Travel Form – Due by Sunday, February 15, 5pm:  
Watch your email!**

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**After your experience – thank you notes to host(s) via email or snail mail**

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**Post-program evaluation survey, including 500-word reflection**

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**Submit externship photos (with permission – covered in Orientation #2)**



## What else?

Please note some additional important program requirements.

# YES!

Your externship  
goes on your  
résumé! Keep  
notes so you can  
add an entry after  
your experience.



# Put Your Best Foot Forward

- Follow ALL of the instructions, answer your emails, be responsive to your host(s) and CLS requirements
- Connect to your co-extern, if you have one, soon
- Stay curious!

QUESTIONS?

