

# Welcome to the 2010 Extern Program!

## PLEASE READ THOROUGHLY

- I. **Information Sessions:** Open sessions are scheduled for Friday, October 2, 2009, at 6:00 p.m. in the Student Center, Mississippi Room, Tuesday, October 13, 2009, at 6:00 p.m. in the Student Center, Mississippi Room and Wednesday, October 21, 2009, at 6:00 p.m. in the Student Center, Ohio Room. You **may attend one** of these sessions to learn more about the Extern program and ask questions; **they are not mandatory**.
  
- II. **Qualifications:** To participate in the Extern program, a student must:
  - meet the 2.5 minimum GPA requirement
  - have completed 56 credit hours toward a Bachelor's degree, or be working towards an Associate degree;
  - be enrolled full time as a student at SIUC for both fall and spring semesters;
  - complete the application and interview process.
  
- III. **Application Packets:** Applications are seen by your sponsor; **therefore they must be typed**. You can find the application online at [www.siualumni.com/extern](http://www.siualumni.com/extern). Type the application, print, and sign for submission. **Applications are due in the SIU Alumni Association office, 2<sup>nd</sup> floor, Student Center, no later than 4:00 p.m. on Friday, November 20, 2009.**
  
- IV. **Interviews:** When you turn in your application packet at the SIU Alumni Association Office, 2<sup>nd</sup> floor, Student Center, you will schedule your individual interview. During your interview, you will discuss possible Extern placements. After you have successfully completed your interview, a placement will be made only when a suitable sponsor is identified. **Professional dress is required.** INTERVIEW NO-SHOWS WILL BE DISQUALIFIED FROM PARTICIPATING IN THE PROGRAM.
  
- V. **Commitment to Participate:** **The Extern matching process is lengthy.** Finding a suitable sponsor can take from one week to three months. Once your sponsor is identified, you will be notified by email. The email message will ask you to respond in writing, email, or phone to the SIU Alumni Association your commitment to participate in your Extern assignment. Failure to RSVP by the required date may disqualify you from the program. **You are also required to contact your sponsor prior to arrival to discuss goals for the week.**
  
- VI. **Externship:** Monday, March 8 through Friday, March 12, 2010. **Please note that Externs are responsible for transportation, meals & housing costs during their Externship.** Enjoy this unique opportunity!
  
- VII. **Recognition Ceremony:** This is your opportunity to share your experience. You will personally meet with your college dean, faculty, and representatives to receive recognition for your Extern participation. The ceremony is scheduled for **Tuesday, March 23, 2010, at 5:00 p.m. in the Student Center Auditorium. Mark your calendar now!**
  
- VIII. **Evaluation:** At the recognition ceremony, your dean will ask you to evaluate the program. We cannot make program improvements without your input.
  
- IX. **Your Responsibility:** If at any time your address, phone number, or email changes, it is your responsibility to let the program know. If we cannot reach you, we cannot speak to you about opportunities that develop. Also, take the initiative to check in with your assigned college coordinator or the SIU Alumni Association when you are not sure about your Extern placement.