

Career Services  
CTP.CareerServices@360training.com  
512-539-2716

# **EXTERNSHIP ORIENTATION 101**

## **STARTING A SUCCESSFUL EXTERNSHIP**

# OVERVIEW

This orientation is designed to help prepare students for and make the most of their externship experience.

After completing this orientation module, students who are interested in externship assistance should:

- Sign and date the Statement of Understanding.
- Email it to [CTP.CareerServices@360training.com](mailto:CTP.CareerServices@360training.com)

## WHAT IS AN EXTERNSHIP?

- An experienced-based learning that focuses on giving students practical work experience in their chosen occupation.
- Ranging from job shadowing to working directly under the supervision of a professional mentor.
- Typically between 40 to 180 hours.
- Unpaid position, with no credits received
- Optional extracurricular activity.

## BENEFITS OF EXTERNSHIP EXPERIENCE

- Gain deeper understanding of the day to day activities of the chosen occupation.
- Make and expand professional contacts.
- Gain resume-building experience to prepare for job search.
- Earn professional references

## QUESTIONS YOU MAY HAVE ABOUT EXTERNSHIP

- Do I have to do externship?

**A:** No, externship is an optional extra-curriculum activity. It is not required for training completion.

## QUESTIONS YOU MAY HAVE ABOUT EXTERNSHIP

- When can I start?

**A:** upon completing of a related training program, if a student achieves 85% or higher completion grade, the student is eligible for externship experience assistance through the school.

## QUESTIONS YOU MAY HAVE ABOUT EXTERNSHIP

- How Do I start?

- Students can seek and arrange externship experience themselves any time, and register with school if requested by the externship site.
- Or they could work with Externship coordinator to obtain an opportunity with the help of the school, upon training completion.

## QUESTIONS YOU MAY HAVE ABOUT EXTERNSHIP

- Where Do I find externship?

- Extern at your current workplace if applicable
- Talk to families, friends and contacts to see if you can extern at their work places
- Ask your own dentist, family doctor...etc.
- Contact local businesses, organizations



## QUESTIONS YOU MAY HAVE ABOUT EXTERNSHIP

- How can Meditec help me in my search?

Career Services can provide

- Online resources
- Individual assistance in resume writing, introduction scripting, interviewing techniques
- Guidance and research assistance on potential site leads

## QUESTIONS YOU MAY HAVE ABOUT EXTERNSHIP

- I find an externship site. What's next?

Companies may prefer registering externship with school:

- Contact Career Services for an externship agreement form to be completed both by the student and the site supervisor.
- Site supervisor is required to complete an extern performance survey upon completion.
- Student is responsible to track and submit externship hours log upon completion.

## QUESTIONS YOU MAY HAVE ABOUT EXTERNSHIP

- What if I can't find one by myself?

Submit the following items to

[CTP.CareerServices@360training.com](mailto:CTP.CareerServices@360training.com) .

- an updated resume
- the signed statement of understanding

An externship coordinator will be assigned to you, and work with you to arrange a viable site.

## QUESTIONS YOU MAY HAVE ABOUT EXTERNSHIP

- I don't have a resume!
  - ❑ Resume resources available at <http://www.360institute.com/my360/career-services/career-resources-and-tools/>
  - ❑ Contact Career Services for additional one-on-one resume assistance

# WHAT TO EXPECT DURING EXTERNSHIP APPLICATION

Clinical Externship may require some of the following items. Externs are responsible for the expense of these items:

- Background check /Drug Screening
- Immunization record
- 2 step TB test
- Flu Shot
- CPR certification
- Or Scrubs/lab coats

# WHAT TO EXPECT DURING EXTERNSHIP APPLICATION

## What are the immunization records needed prior to externship?

1. Full Hepatitis B series (3 shots)
2. Up to date Tetanus Booster
3. Mumps
4. Rubella
5. Rubeola
6. Varicella
7. Proof of a negative PPD test (TB test) completed within the last 12 months
8. Note from student's physician stating they are cleared physically and have no communicable diseases to begin their externship.

# WHAT TO EXPECT DURING EXTERNSHIP APPLICATION

## How long does it take to get an externship?

It depends on many factors:

- Quality of your resume, interviewing skills
- Your background, experience, skills and strengths
- Your availabilities and scheduling
- Current job market and geographic areas
- And how dedicated you are in finding an externship. Many people want one, but not all are willing and able to commit the time

# WHAT TO EXPECT DURING EXTERNSHIP APPLICATION

## How can I help?

- Stay in contact with your externship coordinator.
- Respond to email, phone calls in timely manner.
- Submit required documents speedily.
- More flexible you are with the locations, and more widely available you are with scheduling, would facilitate faster and easier placement.



# GETTING READY TO START!

- Approach the externship experience as an interview opportunity.
- Your behavior and performance during the externship will reflect your potential to future employers, impact job prospects, and increase your visibility in the marketplace.
- **So take it seriously.**

Ultimately, the success of the  
externship is up to you!

# BEFORE THE START DATE

- Research and learn about the organization.
- Ask about appropriate attire for the office.
- Confirm who, when and where you should meet on your first day.
- Read carefully all the instructions you have received to see what you need to bring with you on the first day.
- Take a practice trip to your site, at the same time of day you will be leaving from home.

# SUCCEED AT EXTERNSHIP: FIRST DAY

- Show up on time. And every day thereafter.
- Write down the names and titles of each person you meet.
- Pay attention to organization policies and procedures. For example:
  - Who should you communicate with if you are sick or emergency arises?
  - What are the policies regarding lunch breaks

## SUCCEED AT EXTERNSHIP: DRESS CODE

DO NOT confuse Business Casual attire with Casual.  
Business Casual style is:

- ❑ Well fitted and pressed. Not too baggy, too tight, too short or excessively wrinkled
- ❑ Opt for khakis, corduroy, linen or dress pants: avoid jeans
- ❑ Neutral color are best: navy blue, grey, black, beige etc.

Business casual is crisp, neat and tidy. It is CLASSIC rather than TRENDY.

## DRESS CODE: WHAT NOT TO WEAR

These are not business-appropriate:

- ❑ Flip flops, tank tops, sandals, sneakers, mini skirts, clothing with holes
- ❑ Cleavage, exposed belly & buttocks
- ❑ Excessive accessories/perfume/hair coloring. Visible body piercing/tattoo
- ❑ Offensive words and phrases on clothing

Every office has its own culture, so pay attention to what others are wearing. A good rule is to dress one level better than what is expected.

# DRESS CODE CHECKLIST

Ask yourself the following set of questions if you're still not sure whether your outfit is acceptable.

- Would I wear this clubbing?
- Would I wear this to sleep?
- Would I wear this to do yard work and exercise?
- Would I wear this to a party?

The answer should be NO to all of them!

# PROFESSIONAL BUSINESS BEHAVIOR

As an extern, it is important that you practice professional business behavior in

- Communication
- Interpersonal interaction
- Work attitude

**SUCCEED AT EXTERNSHIP**

# COMMUNICATION

Email is a form of business communication. Follow these tips for proper use:

- Use proper grammar, punctuation, spelling and sentence structure
- Do not use texting abbreviations or language
- Always include an accurate subject line
- Use appropriate salutation, and avoid “yo’ and “hey”
- Be short and to the point
- Be careful when using the “reply all” response
- Check your work email frequently and only send work-related emails from your work account
- Create and include an email signature. It gives your business email a professional look

SUCCEED AT EXTERNSHIP



## WORKPLACE BEHAVIOR

- Avoiding office politics and gossip
- Keep confidential information **CONFIDENTIAL**
- Focus on improving your working relationships with everyone
- Remain respectful at all times.
- Unplug cell phones, iPods, social media and web browsing.

**SUCCEED AT EXTERNSHIP**

## WORK ETHICS & ATTITUDE

- **Ask questions and take notes** to help you understand the details of a task/assignment so that you can do it right the first time.
- **Pay attention to details.** Check and recheck everything.
- Be open and **listen to constructive feedback.** Treat feedback as a unique opportunity to enhance your skills. Don't make excuses.

SUCCEED AT EXTERNSHIP

# NETWORKING AT EXTERNSHIP

Maximize your externship by

- **Be proactive.** If you have free time, ask for extra tasks or offer to help other co-workers.
- **Introduce yourself** to others in the office and make an effort to get to know something about each of them.
- Learn about the “**big picture**”. How does your department, your role fit within the big picture of the company’s success?
- **Smile.** Enthusiasm and positivity is contagious.

# NETWORKING AFTER EXTERNSHIP

- Submit your externship hours log to [CTP.CareerServices@360training.com](mailto:CTP.CareerServices@360training.com)
- Send a Thank You note to your externship site supervisor for the experience and opportunity, and to anyone who assisted you during the externship
- Ask your site supervisor or team member(s) for a commitment to be your reference for future employment. Obtain their contact info
- Connect with them via LinkedIn, so you can stay in touch easily and request for a recommendation posted on your LinkedIn public profile
- Update your resume and consider asking your supervisor for feedback

## Next Step

Submit the following items to  
[CTP.CareerServices@360training.com](mailto:CTP.CareerServices@360training.com) .

- an updated resume
- the signed statement of understanding

An externship coordinator will be assigned to you, and work with you to arrange a viable site.

# ADDITIONAL QUESTIONS?

Contact

Career Services

512-539-2716

[CTP.CareerServices@360training.com](mailto:CTP.CareerServices@360training.com)