CREATING A DIY EXTERNSHIP

Step One: use this checklist of items to consider before starting your application

______ Decide on an area of interest or career field you would like to explore. (Check)

______ Create 2 or 3 learning goals you would like to accomplish during your externship. (Check)

______ Use Wisr to identify K alumni in your chosen area of interest or career field. (Check)

______ Determine whether you will need a homestay during your externship. (Check)

______ If you need a homestay, find out if the alum you’ve identified as a possible workplace host offers housing, or if you will need to stay with a different alum. (Check)

______ If your homestay will not be with the alum hosting the workplace externship, find an alum in Wisr who indicates willingness to host a homestay. (Check)

______ Reach out to the alumni you identified in Wisr to see if they would be willing to host you for an externship in their workplace. The more prepared you are when you reach out, the greater the chance of getting a response. (Check)

______ When you reach out clearly state: who you are, what you are looking for, why you selected them, and what you goals are. Suggest a time to talk (on the phone) about the possibility of doing an externship with them. (Check)

______ Think about porch time during this externship (refer to the CCPD website for details), what will it look like, how often will it occur and discuss it with the alum. (Check)

______ Complete the DIY Externship Agreement Form and turn it in to the CCPD. (Check)