

# EXTERN EXPECTATIONS

As an extern, you are a representative of your department, college, and Southern Illinois University. All students are expected to behave in accordance with the Student Conduct Code, as well as present yourself professionally. Consider these areas of professional behavior.

## **RESPECT**

A respectful attitude towards others is essential. Host employers are going out of their way to make this a great experience for you. Be respectful and courteous of this opportunity and their time.

## **COMMUNICATION**

Keep in contact with the Career Development Center at SIU, and your host employer once you have been matched. Once matched, you are expected to reach out to your host to thank them for the opportunity and to discuss the agenda and logistics including transportation, dress code, accommodations, parking, etc.

During your externship experience, come prepared with questions to ask your host, and always actively listen and participate in the experience.

## **TIME MANAGEMENT**

*“Early is on time, on time is late, and late is unacceptable.”*

- Eric Jerome Dickey

Do not be late. Organize yourself by becoming familiar with transportation methods and communicate with your host employer about your schedule/itinerary, especially when they expect you to arrive during the week of your experience. Know where you are supposed to be and when.

## **SAFETY**

Prior to the week of the program, communicate with your host employer about safety. Review and follow any safety protocol your host provides you with.

## **DRESS**

Discuss with your host about appropriate clothing during your extern experience. When in doubt, business casual is usually acceptable. If you do not have professional clothing, please visit the Career Development Center between 8:00am-4:00pm Monday-Friday to take advantage of the professional clothing closet. Clothing from the closet can be tried on and taken for free, and is yours to keep!

## **COMMITMENT**

By applying for the Extern Program and accepting the offer with a host, it is assumed you are committed to following through with the experience. If you do not follow through with the commitment, you will not be allowed to participate in future extern opportunities. *In the case of an emergency, please contact the Career Development Center at 618-453-2391.*