

WHAT IS AN **EXTERNSHIP**?

A program created by the Center for Professional Development that connects RCB students with **job shadowing opportunities and short-term, professional assignments** that are similar to those given to new hires or interns.

Externships enable students to demonstrate and learn **new skills**, explore **career paths** and build **networks** with industry professionals.

[Click here to register to host an Externship](#)



RowanUniversity

ROHRER COLLEGE OF BUSINESS
Center for Professional Development

RCPD EXTERNSHIP PROGRAM

REGISTER

Due by:
3/8

- Complete this [google form](#) to have your role posted by the RCPD to our internal job board and promoted to business students
- A member of the RCPD will email you to confirm submission

RESUMES

Available on:
4/5

- Students will be able to apply for roles until 4/4
- A resume packet will be emailed to the provided company contact on 4/5

STUDENT INTERVIEWS & OFFERS

Complete:
4/8 - 4/26

- The company will schedule interviews with any candidate of interest
- If you would like to reserve space for on-campus interviews, email parkere@rowan.edu
- Once you have selected a candidate to move forward, make them the offer ASAP as they may be applying for other roles.

NOTIFY ROWAN

Notify by:
4/29

- Email parkere@rowan.edu to confirm your placement
- If you are having trouble securing a candidate, please reach out to see how the RCPD can help

HOST

Program Runs
5/6 - 5/31

- Confirm all expectations with student and best forms of communication before start date
- Complete follow up survey at end of the 2 weeks



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PROJECT EXAMPLES

- JOB SHADOWING - HOST A STUDENT(S) TO SPEND A DAY OR TWO, IN PERSON OR VIRTUALLY, TO GET A FIRST HAND UNDERSTANDING OF A DAY IN THE CORPORATE WORLD.
- REVIEW OUR EXISTING JOB SPECIFICATIONS FOR TEN POSITIONS OR NEW ROLES. RESEARCH THE JOB DESCRIPTIONS FOR SIMILAR JOBS AS USED BY OTHER COMPANIES. IDENTIFY BEST PRACTICES AND WAYS FOR US TO CREATE OR IMPROVE OUR JOB REQUIREMENTS.
- ASSIST IN THE DEVELOPMENT OF A DIVERSITY BEST PRACTICES MANUAL. IDENTIFY BETWEEN 10 AND 20 THOUGHTFUL ARTICLES THAT HIGHLIGHT THE IMPORTANCE OF DIVERSITY IN ORGANIZATIONS, BEST PRACTICES, AND CHALLENGES WHEN BEST PRACTICES ARE NOT IMPLEMENTED. SUMMARIZE KEY POINTS ACROSS THE ARTICLES IN A SINGLE DOCUMENT.
- CREATE A SOCIAL MEDIA CONTENT CALENDAR FOR YOUR ORGANIZATION WITH TWO POSTS PER DAY FOR THE NEXT MONTH.
- IDENTIFY AND RESEARCH PROSPECTS THAT ARE CURRENT CUSTOMERS OF YOUR COMPETITOR AND ARE READY TO MAKE A SWITCH.
- IDENTIFY AND RESEARCH COMPANIES THAT USE ONE OF YOUR COMPETITOR'S SERVICES.
- GAIN EXPOSURE TO NEW SYSTEMS BY HELPING TO BUILD REPORTS OR COMPLETE A PROJECT USING THE SYSTEM I.E TABLEAU, QUICKBOOKS, SALESFORCE