

Frequently Asked Questions

What is the purpose of the Externship Program?

The Externship Program is designed to give UCF students the opportunity to explore a specific career field while networking with professionals within the community.

What is an externship?

The externship is a one-day to week-long, entirely voluntary job shadowing experience. Students have an opportunity to experience first-hand what it is like to be a professional in a particular career field. Students spend time observing or doing hands-on activities to gain real world experience while building their professional network. Prospective externs are able to choose an externship experience completely outside of their fields of study.

How can an externship benefit me?

This is your chance to test drive a career, regardless of your major or what you think you want to do professionally. If you are sure about your career path, then this is an opportunity to network with professionals who have similar academic backgrounds.

Who can participate in the externship program?

The externship program is open to all UCF students: undergraduate, graduate, and Ph.D. The program is also open to UCF alumni within one semester of graduation. For example, if you graduate in the Winter semester, you may participate in the Spring externship program but not the Summer externship program.

What is UCF's goal of the Externship Program?

The purpose is to match as many students as possible with host employers so that students have an opportunity to explore specific career fields while networking with professionals. Additionally, it is an opportunity for employers to brand their organization at the second largest university in the nation while also identifying top talent for possible internship or professional positions.

Can I participate more than once?

You are allowed to participate in **1** externship per semester. Just be sure to follow all the rules, meet deadlines, and act professionally at your host site.

What can I expect from an externship?

Externs can expect to gain experience and knowledge through hands-on activities and/or by simply observing the host employer facilitate meetings, training sessions, and other job duties.

Are students required to attend an in-person orientation session?

No, the Webcourse serves as your orientation and preparation for externship week.

How many hours will I be expected to commit?

The duration of the externship will depend upon the availability of the host employer. Please take note that the employer's schedules can change without notice. You will work out the hours and times with your matched employer.

We strongly recommend that students leave the entire externship week open for employers. Employer experiences can last anywhere between 8 and 40 hours. Again, employers may need to adjust your hours or days, so be prepared to adjust your schedule. Do not ask the host for additional time during the externship week than what is already allocated. This is considered rude and unprofessional.

What type of experience and skills I need to participate in the Externship Program?

The UCF externship program does not require students to have a particular skill set to participate. However, some employers do require students to have a particular major, class standing, or certification to accept that experience. That information will be provided to students on the Experience List.

Will I receive payment or academic credit for the externship?

No, you will not receive payment or academic credit for this participation in this program. You are responsible for any expenses and transportation costs incurred.

Am I guaranteed a match to participate in an externship?

No. While we work hard to match as many students as possible, we cannot guarantee that you will be matched with an externship experience, even if you were not matched during a previous semester. Additionally, if you decide to decline a match there is no guarantee that you will receive a second match.

How do you match students with host employers?

We will provide you with a master list of experiences organized by field. You will see a two-letter code, city state, nearest intersection of location, type of organization, number of employees, requirements, and possibly some experience-specific details. We will not provide you with the business or company names, phone numbers, or addresses until a match is made. We advise against attempting to associate an experience with an organization. The focus of the program is the experience itself, not the company it may be with.

What if the experience is outside my major or just involves observation?

Choosing an experience that is outside your area of study is perfectly fine. It is a great way to explore other career options.

Just because an experience is observational does not mean that you will not learn and gain insight in a potential career. An employer is having students observe activities that take place at that workplace on a daily basis.

Ultimately, it program is what you make it. Remember, a professional can show you what the classroom cannot.

When and how will I be notified of successful matching to a host employer?

You will receive the name of the company if and when you are matched in Experience Preferences within 1-4 business days of submitting your choices. Matched students will then have 48 hours to accept the match and submit a commitment contract. If a background check or other prescreening is required, the commitment contract may need to be submitted earlier.

Why was I not matched?

The matching process is based on availability of experiences; the process is first-come, first-serve. Unfortunately, we cannot guarantee that every interested student is matched.

I got matched with my third choice. Later, I found out that my first choice was an experience that nobody got? Why?

It is possible that another student had been matched to your first choice then declined that match or failed to submit the commitment contract in a timely manner. By this time, you may have already been matched and accepted what was your third choice.

We try to match as many students as possible the first choice, but due to the number of students participating, this is sometimes not possible. This is why we ask that each student submit up to five experiences on their list of preferences. You can always decline a match before you sign the contract, but understand that may mean you will not be able to participate.

We will not match you with an experience that you have not ranked. Feel free to go out of your comfort zone and major. Often, the experience that you ranked as your second, third, fourth, or even fifth can be just as insightful and rewarding as the first.

What happens if and when I choose to decline my match?

If you choose not to accept your match, then we may be able to match you to another one of your preferences. However, if another experience is not available, you will not be matched this semester. You will need to register again during the following semester if you wish to participate.

What happens if I cancel my match after I sign my contract or I fail to show up?

Failing to show up for all experience days during the arranged times is not acceptable and will not be tolerated. If you cancel after you have signed the contract, or choose to not show up for any scheduled day and time without a written excuse, you will not be permitted to engage in the Externship Program at any time in the future.

In addition, any violation of the rules of this program will also result in the loss of [KnightLink](#) access and other services and opportunities provided by Career Services. If an employer reports that an extern failed to attend, the extern's existing KnightLink account will be removed unless a letter of apology addressed to the host employer is submitted to Career Services and proof of an excused absence must be provided.

How you act or behave during the externship is a direct reflection on how a host employer perceives UCF and the Career Services office. Poor behavior includes having your cell phone out, coming in late, chewing gum, yawning, asking presumptuous questions, and dressing inappropriately, just to name a few.

Can you guarantee that the employer experience details will remain the same?

No. Sometimes employers will need to adjust the days and times of their availability, change experience details (e.g., hands-on versus observation only), or cancel the experience altogether.

Neither Career Services nor UCF is responsible for changes made to the host employer's registration. We remind you that this is a fluid process, changes are bound to happen. Please be flexible and communicate with your employer contact.

Will I be the only one externing at my matched experience's location?

In most cases, you will not be the only extern at the employer's location. Some employers have several opportunities available.

Will I receive receipts for all of my submissions (e.g., registration, externship experience list, contract, etc.)?

No. Throughout the course, you will receive various messages indicating that something was submitted. As long as you receive some sort of confirmation saying an assignment, quiz, or survey was submitted, then we have received it. A certificate will be provided to students who successfully complete the program.

How are schedules coordinated for an externship?

After you are matched for an externship experience, you are responsible for contacting the host employer to establish the length of the experience and to discuss the company's policies and procedures.

How and when can I be dropped from this course if I am no longer interested or was not matched?

There are two drop periods. The first one is after the deadline for reading all instructional material and completing required Check Your Understanding quizzes. Students that have not completed these will be dropped. The second drop period is a week before the actual externship week. Students that have not been matched by that point will be dropped.

Staying enrolled in this online course will not affect your academics or standing. This means that this program cannot and does not influence or interfere with your transcript, GPA, or grades. We use the Webcourse platform to deliver content about the program and to keep an open line of communication.

Do not ask to be removed from this course. We will remove you during the drop periods only.

Is there anything else I should know about the externship program?

Yes, many of our host employers require student externs to complete paper work, background checks, or medical tests prior to externship week. Additionally, there are legal statutes and privacy issues, like HIPAA (health-related) and FERPA (education-related), which may or may not keep you from interacting with patients and students.

Again, we ask that all students be flexible in their expectations of the host employer and UCF.