

## CREATING A DIY EXTERNSHIP

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

- (Check) 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.