

# TIPS FOR A SUCCESSFUL OWL EDGE EXTERNSHIP



## CONNECT

Your extern(s) will contact you within the next few days to make an e-introduction. If you're hosting multiple externs, a group lead has been assigned to streamline communication. The purpose of this initial communication is to solidify logistics.

- Confirmation of date, time, location or virtual platform (and if student should set up Zoom link)
- Discussion of student's interests to tailor externship
- Review of relevant policies, agreements, security measures, etc.
- Exchange of contact information

## PLAN

The structure of externships will vary according to whatever format you've selected. Your externs can set up a Zoom link or, you may use whatever platform you prefer. Here are some options to consider - keeping in mind the 1:1 discussion with you is key:

- Share details of your career path (see next section)
- Schedule informational interviews with other Rice alumni or colleagues
- Invite the extern(s), if relevant, to attend meetings
- Provide career guidance (i.e. - what you wish you would have known)
- Provide a (virtual) tour of facility/site

## ENGAGE

Students prepared for this externship through an orientation. Prepare to answer questions about:

- Your career path
- What steps students can take in their undergraduate years to build relevant skills

*After the externship, we will send you a survey that will allow you to provide feedback on your experience. Thank you for your participation in this program!*

If you have any questions, please don't hesitate to contact our team: [externships@rice.edu](mailto:externships@rice.edu)



# WHAT DO STUDENTS WANT FROM THEIR OWL EDGE EXTERNSHIP?



## INTRO

If you're hosting multiple externs, it can be helpful to use a form like this one: [Externship Logistics](#).

- Introduce your role, career path, what you studies in college. Did your major matter in the long-run?
- What does your industry actually do? What problems does your company exist to solve?
- Reasons people choose your industry/field?
- Main players/big names in your industry and where your company fits?

## CONNECT

What actually is your job? How do you spend your days? Who do you talk to?

- If possible, virtually share how to navigate software/databases; let the student join a meeting
- What does success look like? Projects? Papers?
- Career progression, and how do assignments change as you "move up"?
- Job likes and what you wish was different
- What does work-life balance look like?
- Let them test out an aspect of your role - an Excel exercise, make a few slides or find an answer

## ENJOY

Students want to know how to get where you are. Prepare to answer questions about:

- How can an extern get there? Opportunities for undergraduates?
- Recruiting tips/timeline; networking in this field to demonstrate interest
- Make it fun; have a pre-externship activity/readings, like a scavenger hunt of your website
- Have a follow-up chat in a month or so later

*The more interactive and exploratory it can be for the student extern, the better!*

**Compiled by Peer Career Advisor Student Director Madison Bunting '23**

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