



EXAMPLE EXTERNSHIP FORMATS

Time Commitment (Length)	Core Structure & Focus	Suggested Activities	
 <p>½ Day or Less</p>	 <p>If your time is limited, consider a brief, focused session for informational interviews, career advice, and/or high-level introductions. This format provides a valuable first impression of a career for Rice students.</p>	<p>Virtual Q&A: Discuss your career path and share insights with students</p> <p>Focused Activities: Participate in an interactive business case or discussion.</p>	<p>Briefings: Presentations on a "day-in-the-life" at your organization.</p> <p>Networking: Connect with students 1-on-1 or with your entire team.</p>
 <p>1 Day</p>	 <p>Host a student or a small group for a single day of job shadowing and structured immersion. This format provides a tangible idea of a "day in the life" and supports students in growing their career readiness.</p>	<p>Structured Observation: Invite students to shadow in-person and share your insights</p> <p>On-Site Immersion: Coordinate tours, meetings, client interactions, or invite them to events.</p>	<p>Organizational Deep Dive: Introduce them to different departments and functions.</p> <p>Experiential Learning: Create a small learning project for students to engage with.</p>
 <p>2+ Days</p>	 <p>Some externships offer multi-day experiences with sustained shadowing or project participation. This format allows students to get an insider's view of a profession and strengthen their professional networks.</p>	<p>Multi-Day Shadowing: If you can, offer multiple days in-person to broaden the experience</p> <p>Hands-On Projects: Invite students to participate in research or a small mock project.</p>	<p>In-Depth Networking: Create opportunities for students to meet various professionals.</p> <p>Sustained Mentorship: Continue supporting Rice students' career development</p>