

## 2020 Externship Program Information

### First Year Externs

Girls Inc. of Orange County's Externship Program is a job readiness experiential learning opportunity for current 9<sup>th</sup> through 11<sup>th</sup> graders. **Its purpose is to help you identify your career interests and prepare you for today's workforce.** You will strengthen your soft skills (e.g. interpersonal communication, leadership, and networking) as well as your hard skills (e.g. Excel and PowerPoint) throughout our college readiness programming. This is accomplished by holding trainings at university campuses, introducing on-campus resources, and learning how to navigate the higher education system. During each Development Day, there will be a career panel comprised of working women from various industries like STEM, Law, Business, and those that are underrepresented by women.

If you are accepted into the Externship Program, you will engage in a series of Development Days, a Training Week, and an 80-hour externship at a local Orange County business or organization during the month of July 2020. If you successfully complete all the program requirements, you will receive a **\$500 stipend** at the end of the program.



#### **What is an Externship?**

Our externships are unique experiential learning opportunities, similar to internships, offered by Girls Inc. of Orange County that give you practical experiences in a workplace environment. Externship placements are held at partner organizations, businesses, and firms around Orange County who will host you during the month of July 2020. This is an opportunity to experience what it is like to work in a successful company while building your network with women who can mentor you beyond the scope of this program. The externship placement is designed so you can gain critical skills in workplace dynamics, leadership development, college readiness, and career exploration through hands-on experience in an industry with female mentors.

#### **What workforce skills do the Externs foster?**

Prior to starting your externship, you will participate in a life-skills training program focusing on professionalism, business etiquette, written, verbal and non-verbal communication, time management, telephone, and computer skills facilitated by Girls Inc. of Orange County. You will also learn basic skills in Microsoft Office, including Word, Excel, and PowerPoint. Some benefits include:

- Finding out what careers best suit you
- Being able to amp up your resume with hands-on work experience
- Networking and receiving advice from professional women
- Learning about attending college
- Campus tours of universities throughout Orange County
- Earning \$500 after successful completion of the program
- Learning how to manage and save the money you earn

### Program Cost

There is a **\$100 fee to participate in the Externship Program**. This fee covers materials, development day and training week transportation, facility use, snacks, etc. If you are selected as an Extern, there are three different payment options available to you:

1. Pay for the program in full (\$100) by February 22, 2020
2. Pay for the program in two increments (\$50/\$50) on February 22, 2020 and March 21, 2020
3. Have the \$100 fee removed from the stipend, thus the Extern will receive \$400 at the completion of the program (rather than \$500)

### Transportation

**Development Days and Training Week:** Girls Inc. will have specified pickup/drop off locations that you can meet at in order to be transported to the Development Days and Training Week university campuses. There will be limited space, so if you are able to secure your own method of transportation, that will be preferred.

**Summer Externship Placements:** You will be required to provide your own method of transportation to Externship Placements. Girls Inc. can provide bus passes if needed.

### Absences during Development Days and Training Week

Everyone is allowed **one** excused absence. Any absences after one excused absence will be unexcused. Unexcused absences will result in no longer being guaranteed a summer placement. Late arrivals and early departures from program days will be counted as absences. Arriving late or leaving early is defined as arriving 30 minutes after the start of the program time or leaving earlier than 30 minutes before the end of program time.

### 2020 Program Timeline and Required Commitments

Accepted Externs are **required** to attend: 5 monthly Development Days, a 5-day Training Week in June 2020, are committing to being available at least 20 hours per week from July 6-July 31 for placements, the Extern Reunion, and the Externship Reception. Placement hours must be completed between 7 am and 7 pm, Monday – Friday, working no more than eight (8) hours a day. Hours of operation are generally 9am-5pm, however, the site may have different hours of operation.

By submitting an application, the applicant and her parent/guardian have read, understand, and agree that the extern will attend the following required activities:	
2020 Dates	Mandatory Commitments
Sunday, January 5, 2020	Applications due by 11:59 PM
Friday, January 24, 2020	Selection of First Year Externs confirmed/notified by 5:00 PM
Wednesday, January 29, 2020	Extern accepts/declines offered position by 11:59 PM
Thursday, February 6 or Saturday, February 8	Mandatory parent/guardian orientation (only need to attend one date- locations TBD)
Saturday, February 22 Saturday, March 21 Saturday, April 18 Saturday, May 9 Saturday, June 13	Monthly Development Days from 8:00am-4:00pm (locations TBD)  *Although locations are TBD, these dates <b>will not change</b> so please mark your calendars now!
Monday, June 22-Friday, June 26	Training week from 8:00am-4:00 pm (location TBD)
Monday, July 6- Friday, July 31	Externship placements: must complete a minimum of 80 hours total over the 4-week period (approx. 20 hours per week)
Tuesday, August 4	Extern Reunion from 8:30 AM-12:30 PM (location TBD)
Thursday, August 6	Externship Reception for each successful extern + one guest from 5:30-7:30 PM (location TBD)

### **Successful Completion of the Program**

In order to qualify for the \$500 stipend, all externs must successfully complete the program. Successful completion is defined as:

- Following directions and submitting required materials on-time to Girls Inc. staff and summer host organization (membership forms, hour logs, evaluations, etc.)
- Having zero or one excused absence
- Completing a minimum of 80 hours during your summer placement
- Upholding standards of professionalism at your summer placement workplace and during Girls Inc. Externship programming

### **Qualifications to Apply**

- Current 9<sup>th</sup> through 11<sup>th</sup> grade high school girl
- Able to commit to the required dates and times listed in table above
- Submit a completed Externship application by Sunday, January 5, by 11:59 pm. The application should be filled out with black/blue ink or electronically, proofread for spelling and grammatical errors, and have every required section completed.
- **LATE SUBMISSIONS WILL NOT BE CONSIDERED.**

**APPLICATIONS WILL GO LIVE ON NOVEMBER 4, 2019.**

They will be found on the Girls Inc. of Orange County's website at:

<https://www.girlsinc-oc.org/programs/externship-program/>

**Please contact Katherine Zertuche with any future questions.**

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