

2020 Externship Program Information Second Year Externs

Girls Inc. of Orange County is thrilled to invite you to apply for a second year in the Externship Program! After completing the first year of the Externship Program, you now have the opportunity to participate in an exclusive second year experience to build on the foundation of your professional growth. With fun and engaging Girls Inc. programming, you will experience additional job readiness and college preparation curriculum through a series of development days, a training week, and an 80-hour externship. If you successfully complete all the program requirements, you will receive a **\$500** stipend at the end of the program.



Why Complete a Second Year of Externships?

During the second year of the Externship Program, you will build upon the foundational skills developed during your first year as an Extern. This platform will allow you to dive deeper into subjects like college applications and scholarships, gender and diversity within the workplace, and advanced financial literacy. The second year of the Externship Program provides you the opportunity to experience a new work environment, sharpen professional skills, and earn a \$500 stipend once you have successfully completed the program. This program is completed right before a pivotal moment in your high school career: college application season. Our goal is to provide you with fulfilling experiences that you can take with you when applying for college, internships, and your future job.

What workforce skills will Second Year Externs foster?

Prior to starting your summer externship placement, you will participate in approximately 80 hours of life skills trainings focusing on professionalism, business etiquette, written, verbal and non-verbal communication, and time management. You will have basic skills in Microsoft Office programs including Word, Excel, PowerPoint, as well as additional online marketing and media platforms. Some benefits for the participant include:

- How to prepare for and what to expect during college and your future workplace
- Gaining more in-depth knowledge on how to successfully navigate the world of work
- Providing you additional hands-on experience at a new summer externship placement that will give you the skills to work your way up your future career ladder
- Build a network of professional women in a variety of industries
- Campus tours of universities throughout Orange County
- Earning \$500 after completion of the program
- Learning how to invest 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

Every extern 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: Second Year Externs

Accepted Externs are **required** to attend: 5 monthly Development Days, a 4-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 this 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
Monday, January 13 through Friday, January 17 between 3:00 pm – 6:00 pm. Monday, January 20 through Friday, January 24 between 3:00 pm – 6:00 pm	When the Extern is filling out her application, she will select a timeframe from the listed dates and times stated to complete an interview held at the Girls Inc. center.
Friday, January 31, 2020	Selection of Second Year Externs confirmed/notified by 5:00 PM
Wednesday, February 5, 2020	Extern accepts/declines offered position by 11:59 PM
Thursday, February 6 <u>or</u> 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 will not change so please mark your calendars now!
Monday, June 22- Thursday, June 25	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 1:00 PM-3:30 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

- Participant from the 2019 Externship Program
- Able to commit to the required dates and times listed in table above
- Submit a completed Externship application by Sunday, January 5, 2020 by 11:59 pm. The application should be filled out with blue/black ink or electronically, proofread for spelling and grammatical errors, and have every 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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Questions? Please contact Katherine Zertuche KZertuche@girlsinc-oc.org or (714) 597-8612