

NEXT Orientation Session

Northwestern Career Advancement
Northwestern Alumni Association

Northwestern

Definition and Expectations

- What is an Externship?
 - Provides you the opportunity to interact with and observe a professional in a career you are interested in pursuing.
- How long is an Externship?
 - Typically **one day**, but can be negotiated between you and your alumni host.
- What can I expect from an Externship?
 - To gain experience and knowledge through observing and speaking with the host employer in their **virtual or in-person** work environment.

Who Can Participate in NEXT?

- Any Northwestern student in a degree granting program
 - All undergraduate and graduate students
 - School of Professional Studies students in degree-granting programs (e.g. B.S., B.A.,BGS)*



NEXT is **not open to students in School of Professional Studies certificate programs or students-at-large*

Learning Outcomes for NEXT

By participating in NEXT you will be able to...

1. List the typical duties associated with the job of the alumni host you shadow
2. Describe the skills/qualities needed to be successful in the job you observed
3. Articulate the advantages and disadvantages of pursuing a career in the industry you learned about through shadowing in the context of your personal skills, interests, and goals



Sample of Externships

- Chicago Cubs
- Disney ABC Television Group
- General Motors
- Hospitals & Healthcare Organizations (variety)
- IBM
- JP Morgan
- NBC Universal
- San Francisco Ballet
- Squarespace
- The Wall Street Journal
- Tiktok
- US Department of Justice
- Warner Bros. Animation & Warner Bros. Television



Application Process

- Complete your profile as soon as possible to allow for approval time
- Apply for up to 8 externships
 - Tailored narrative for each externship
 - Upload an **anonymous resume** for each externship
- Timeline:
 - Apply for your selected externships **by November 16**
 - Matches will be completed **week of December 8**
 - All matched students complete virtual training session **by December 22**
 - Students reach out to alumni hosts within a week
 - All externships to be complete **as soon as possible but before June**



Fill out student profile information (demographics and career interests)

Once profile is completed, you will receive an email stating that your profile has been completed. It can take the NAA 1-2 business days to approve your profile.

The screenshot shows a web browser window with the URL `or.northwestern.edu/my/programs/next/registrations/9662`. The page header includes "Northwestern | NETWORK Externship Program" and navigation links for "Overview", "Alumni Hosts", "Student Externs", "Mentorship Program", and "Resources". The user is signed in as "Tracie Thomas".

The main content area is titled "Extern Student Profile" and contains the following fields:

- Student ID ***: 1234567
- First Name** (this will be shared with your mentor/mentee only after you've been matched) *: Tracie
- Middle Name (optional)**: (empty)
- Last Name** (this will be shared with your mentor/mentee only after you've been matched) *: Thomas
- Phone Number** (This will be shared with your mentor/mentee only after you've been matched) *: 847-491-5787
- Geographical Information ***
 - Where are you originally from?** (City, State, Country): Chicago, il
 - IMPORTANT:** Current students who reside on the Evanston or Chicago campuses should list their nearest metropolis as "Chicago, Illinois" below. Listing Chicago will help you match with a mentor who lives near you. For students studying abroad, choose "Outside of U.S."
 - Nearest Metropolis** (to your current address) ⓘ: Chicago, Illinois
 - Residence City**: (empty)

On the left side, there is a profile picture placeholder, a "Profile strength: 86%" indicator, and a link to "My Profile / Account". Below the name "Tracie Thomas" is a "Home" button.

On the right side, the "Registration Progress" section shows:

- Step 1 — Completed**: Student Extern Agreement (checked)
- Step 2 — Current**: Extern Student Profile (active)
- A link for "More registration options"

Once the application period is open (November 1-16) and your registration is approved, you can log in and click on “Search” to begin searching.

The screenshot shows a web browser window with the URL `tor.northwestern.edu/my/programs/next/search`. The page header includes the Northwestern NETWORK Externship Program logo and navigation links for My Home and Tracie Thomas. A secondary navigation bar contains links for Overview, Alumni Hosts, Student Externs, Mentorship Program, and Resources. The main content area features a search interface with a search bar containing 'account executive' and a dropdown for 'Not Very Important'. Below the search bar is a 'Search' button and an 'Add criterion' button. The results section shows 'Results (0 found)' and a message: 'Your search produced no results.' On the left side, there is a user profile for Tracie Thomas, Externship Student, with a profile strength of 100% and a list of navigation links: Home, Search, Suggested Connections, Applications, Calendar & Events, Documents, and Bookmarks.

Select criteria for externships.

You can search by industry, location, company, in-person or virtual, and more.

The screenshot shows a web browser window with the URL `northwestern.edu/my/programs/next/search`. The page title is "Northwestern | NETWORK Externship Program". The user is logged in as "Tracie Thomas". The navigation menu includes "Overview", "Alumni Hosts", "Student Externs", "Mentorship Program", and "Resources". The "MY PROGRAMS" section is active, with "NEXT" selected. The search interface features a search bar with a dropdown menu for "Select criterion" and a "Very Important" filter. The dropdown menu is open, showing a list of search criteria: "Select criterion", "Company Name", "Division", "Job Title", "What professional area or industry best describes the externship opportunity?", "In what city, state, and country would the externship be offered?", "Nearest metropolitan area where this externship will take place.", "Northwestern School", "Major(s)", "Minor(s)", "Northwestern Degree", "Class Year", "Country", "Residence City", "U.S. Residence State", "Nearest Metropolis", "What activities did you participate in as a student at Northwestern?", "Major", "Degree", and "Keyword". The search results section shows a list of results, with the first result being "User 1307" with the question "What professional area or industry best describes the externship opportunity?" and the answer "Law". The user's profile information is visible on the left, showing "Tracie Thomas" as an "Externship Student" with a "Profile strength: 100%". The taskbar at the bottom shows icons for Internet Explorer, File Explorer, PowerPoint, OneDrive, Excel, and Spotify.

1. Add the hosts/opportunities of interest to your list.

2. Go to your "Applications" and complete applications for each opportunity. **You can apply to up to 8 opportunities.**

3. You may complete and submit each application as you complete each one.

4. Rank your preference of applications. You may adjust the rankings of your apps until the deadline on November 16.

The image shows a user profile and application management interface. The profile section includes a placeholder for a user picture, the name 'User 32345', and the role 'Externship Host'. The profile details are as follows:

COMPANY	Agency EA
INDUSTRY	Marketing
FIELD OF SPECIALTY	Event Planning Brand Management
EXTERNSHIP LOCATION	Chicago, IL
IN WHICH FORMAT ARE YOU ABLE TO	Either: In-person and/or Virtual

On the right side of the profile, there is a red arrow pointing to a '+ Add to list' button, with the text '2 spots left' above it. Below this is a 'More' button with a dropdown arrow.

The bottom section of the image shows two columns: 'Unsubmitted Applications' and 'Submitted Applications Ranking'. The 'Unsubmitted Applications' column lists two users:

- User 102: COMPANY Conagra Brands, INDUSTRY Food/Beverage, More. Buttons: View Profile, Complete Application. Status: No spots left.
- User 32392: COMPANY Walker Sands, INDUSTRY Food/Beverage, More. Buttons: View Profile, Complete Application. Status: 2 spots left.


The 'Submitted Applications Ranking' column shows a list of users. The top user is User 32584, ranked #1, with buttons for 'View Profile' and 'View Application'. Below this are five 'Empty Slot' placeholders.


Note that alumni have a maximum number of applications they can receive. You will be alerted if a host is no longer available or if there are limited spots.

This is why you can now submit your apps one at a time to ensure you can apply to any that may have limited applications left. Be sure to refresh often to ensure the most accurate “spots left” numbers.

3 discovered

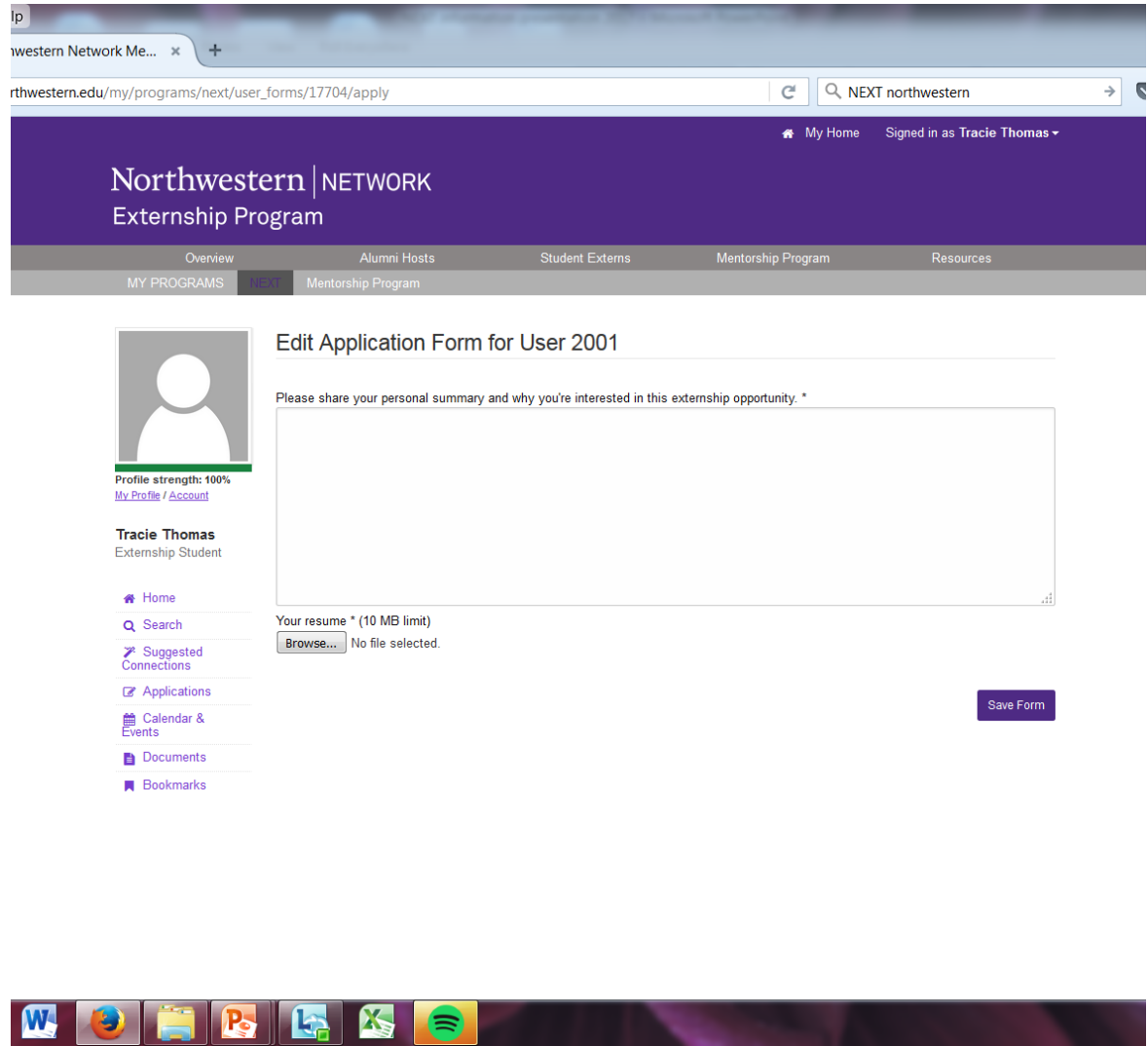
Match % ▾ [Sort](#)

 User 32392 Externship Host	COMPANY Walker Sands INDUSTRY Marketing FIELD OF SPECIALTY Tech EXTERNSHIP LOCATION Chicago IN WHICH FORMAT ARE YOU ABLE TO HOST EXTERNSHIP In-person	2 spots left - Remove from list More ▾
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For each externship, submit an anonymous resume (no name or contact information) and a short essay on why you are interested in that externship.

MUST COMPLETE AND RANK BY November 16.



Maximize Your Chances of Getting Matched

- **Getting matched is not guaranteed**; the more externships to which you apply, the better your chance of being matched.
- Consider **ALL** details about the externship to make sure it's right for you (industry or type of work and the **format** (in-person or virtual))
- You can apply to and rank up to **8 externships** but will only be able to participate in 1 (if matched).
- Apply to a variety of companies you are interested in.
- Do your homework on the company and industry.
- **Customize** your short essay: what attracts you to the company, what do you hope to gain from NEXT?

By applying to NEXT you are agreeing to participate if matched with an alumni host

What Your Day Might Look Like

Sample Agenda:

Time:

9:00 AM – 9:30 AM

9:30 AM – 10:00 AM

10:00 AM – 10:30 AM

10:30 AM – 11:30 AM

11:30 AM – 12:00 PM

12:00 PM – 1:00 PM

1:00 PM – 2:00 PM

2:00 PM – 3:00 PM

3:00 PM – 3:30 PM

3:30 PM – 4:30 PM

Name/Location:

Welcome and walking tour of organization

Get to know each other and chat about career goals and NU

BREAK (restroom, coffee, step outside, etc.)

Join host's team meeting to learn about current projects

Debrief team meeting and client expectation and goals

LUNCH

Resume review, industry trends, and hiring practices

Meeting with host's colleague in another department

Meeting with HR to learn about roles and company specifics

Additional questions, how to stay in touch, and wrap up

NEXT Training Session

**Training will be made available as soon as students are matched. It is mandatory.

Learn how to make your externship successful!

You will learn to:

- Effectively prepare for your externship
- Use online resources to research career paths and/or organizations
- Formulate good questions to ask your alumni host during your externship

Questions?

Please contact us at:

next.student@northwestern.edu

