*December Break Opportunities 2018*

**Available:** November 26, 2018 - December 21, 2018

**Deadline to Contact Potential Hosts: December 3, 2018**

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| Class of 2022 & 2021 (undergraduates) | Host Access Opens: Monday, Oct. 22 |
| Class of 2020 & 2019 (undergraduates) | Host Access Opens: Wednesday, Oct. 24 |

The Center for Professional Development and Office of Alumni Relations invite Dartmouth students to participate in a December break activity. This is a great opportunity to gain insight and firsthand knowledge of possible career options.  
  
Students are responsible for all expenses involved in arranging transportation to/from the host’s site, housing and meals.

* **JOB SHADOW** – Observe a professional for 1-5 days to gain an understanding of the profession. A visit may include a discussion of the career trajectory of the alum, presentation of typical roles and responsibilities in the industry, insight into the culture and values of the workplace and/or opportunities to attend meetings and speak with other staff members. This is an unpaid opportunity.
* **SHORT-TERM PROJECT** – Partake in a 1-4 week paid project (non-profit internships may be unpaid) to enhance or build a new skill set or competency. Examples: Develop a PowerPoint presentation, conduct market research, develop or work on an excel spreadsheet. Compensation is provided by the host.
* **CAREER DAY** – Join other Dartmouth students in an event to learn more about an organization and career opportunities within it. A career day could include a panel, tour, small group discussions, and/or presentation by members of the organization. This is an unpaid opportunity.

**HOW TO PARTICIPATE:**

1. **All Participants Must Read and Adhere to the Student Terms of Agreement:**

<https://sites.dartmouth.edu/cpd/files/2018/10/2018-Student-Terms-of-Agreement-Externship-1w3yqrb.doc>

**\*\*If you are an international student, contact your OVIS advisor to discuss your eligibility to participate in an externship opportunity, *more specifically a paid short-term project.\*\****

1. **Log into** [**DartBoard**](https://candidate.gradleaders.com/DartmouthU/Candidates/Login.aspx?pid=2911&workshopID=66296)and select "Externship Search" on the left navigation bar of your Dashboard. For a visual of how to navigate DartBoard, click [**here.**](https://sites.dartmouth.edu/cpd/files/2018/10/Externship-Visual-Guide-2018-for-Students-2bp21wo.docx)
2. **Browse the opportunities** for career days, job shadows and short-term projects. You can narrow down your search using the filters provided (location, type of externship, job function, industry, and more).
3. **Email UP TO THREE hosts to inquire about their opportunities. See sample email below. Please keep a record of who you have emailed and when as the system will not track this for you.**

**If a host does not respond within two business days or the opportunity is no longer available, email** [Monica.Wilson@dartmouth.edu](mailto:Monica.Wilson@dartmouth.edu) **to let us know you have not received a response from that host. Then email the next host of interest to you.**

**IMPORTANT: You may only arrange one opportunity,** as space is limited and our goal is to accommodate all Dartmouth students.

1. As soon as you have **secured** an Externship opportunity, email [Monica.Wilson@dartmouth.edu](mailto:Monica.Wilson@dartmouth.edu) **to confirm the host, employer, date and type of opportunity you have secured. Email any other pending hosts you have contacted, to politely decline their opportunities immediately.**

Subject Line: Dartmouth December Break Opportunity

Dear Ms. Wright,

My name is Ushi Jones and I am a first year student at Dartmouth. Thank you for offering to host a Dartmouth student during our December Break. I will be in your area for the break and I am excited for the opportunity to learn more about what you do in your role at \_\_\_\_\_\_\_\_ company. I have developed an interest in \_\_\_\_\_\_\_\_ field through \_\_\_\_\_\_\_\_\_\_. If your schedule still allows, I am hoping that we could arrange a mutual time for a (job shadow/career day/short-term project). I am available on these dates: \_\_\_\_\_\_\_\_\_\_\_\_\_.

My email address is (Dartmouth email address only) and my phone number is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I am excited to hear back from you and look forward to learning about your career field. If you have already secured a student for this break, please let me know.

Best,

Ushi

**OTHER OPPORTUNITIES FOR DECEMBER BREAK:**

Beyond the December Break Externship Program, you can seek out other meaningful opportunities.

* Conduct an Informational Interview with an alumnus through the Dartmouth Career Network.
  + A great first step to exploring career fields is doing an informational interview to better understand a career field, trends, necessary skills and workplace culture.
  + Search the [Dartmouth Career Network](http://www.alumni.dartmouth.edu/career-network), identify 2 – 3 alumni for a potential 15-30 minute phone or in-person conversation.
  + Refer to the **Networking Guide** in the Resource Library in [DartBoard](https://candidate.gradleaders.com/DartmouthU/Candidates/Login.aspx?pid=2911&workshopID=66296) to create an introductory email and formulate questions to ask.
* Volunteer at a local service or nonprofit organization.
  + Employers value civic engagement and community involvement. Arrange one or more volunteer experiences with an organization in your hometown or wherever you will be during December Break.
* Secure a short-term internship or seasonal job or contact a temp agency for opportunities.
  + Industries hiring for December include retail, hospitality, and food service. You can develop and enhance a transferable skill set (communication, customer service, sales, organization, etc.) valued by many employers.
  + For advice on how to approach this, schedule an appointment through [DartBoard](https://candidate.gradleaders.com/DartmouthU/Candidates/Login.aspx?pid=2911&workshopID=66296) with a CPD Advisor.

# [ALUMNI COUNCIL TIPS](http://sites.dartmouth.edu/cpd/news/)

# [PROGRAMS](http://sites.dartmouth.edu/cpd/programs/)

# [HELP/FAQ](http://sites.dartmouth.edu/cpd/quick-help-faq/)

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| **CENTER FOR PROFESSIONAL DEVELOPMENT** | | |
| **OFFICE HOURS** Monday - Friday 8:30 am - Noon and  1:00 pm - 5:00 pm | **DROP-IN HOURS** Monday - Friday 1:30 to 4:30 pm | **CONTACT** [63 South Main Street](https://maps.google.com/maps?q=63+south+main+street,+hanover,+nh&hl=en&ll=43.700644,-72.292399&spn=0.019081,0.045447&sll=43.700438,-72.289522&sspn=0.009541,0.022724&hnear=63+S+Main+St,+Hanover,+Grafton,+New+Hampshire+03755&t=m&z=15)**, 2nd Floor Hanover, NH 03755 (603) 646-2215**  **Main Email:** [cpd@dartmouth.edu](mailto:cpd@dartmouth.edu)  **Recruiting Program:** [srs@dartmouth.edu](mailto:srs@dartmouth.edu) |