Dear Employer,

The University of Virginia Center for Engineering Career Development is excited to announce the Engineering Externship Program. Your company has been chosen to be a part of this inaugural program designed to provide UVA Engineering students opportunities for leadership and learning engagement in the corporate workplace. The externship program will function as a ‘shadowing’ opportunity for students to spend between 1 and 5 days during their spring break (March 5 – 13, 2016), actively learning corporate leadership practices around specific work environment themes. Although externships are not for academic credit or pay, the experience will greatly benefit both the students and the corporate sponsor. The externship gives the student the ability to refine career goals while allowing the sponsor to examine the interests, skills and competencies of participating students.

Companies participating in the 2015-2016 Externship Program commit to providing a 1-5 day on-site experience for UVa Engineering students during Spring Break (March 5 - 13, 2016). Externship Program goals include:

✓ providing students with insight into the types of settings in which they may someday work
✓ connecting classroom learning with real-world applications
✓ creating an informal “learning community”

Your company is at liberty to develop program elements specific to your desired level and types of student participation. Some suggested activities might include:

✓ general introduction to the company and an overview of corporate practices
✓ plant or facility tours or participation in scheduled company events
✓ job shadowing of employee in field of interest

Students must be enrolled as a full-time student at UVA. Second, third, and fourth year students will receive priority for this program, however, all undergraduate and graduate applicants will be considered. Students will be responsible for their own transportation and lodging arrangements. Companies sponsoring students commit to providing lunch on days the student is on site. Students will be matched with companies based on their majors/fields of interest and their ability to travel (geographic restrictions). We encourage companies to provide additional meals or otherwise defray student travel/lodging costs. Please let us know if your company plans this additional level of commitment, so that we can consider its impact on student availability during the matching process.

This externship program represents a learning experience. It is not equivalent to a traditional internship, nor does it imply ‘favored’ status or otherwise impact eligibility or expectation for talent acquisition or employment by company hosts. If you determine that your company would like to participate, please contact me by November 13, 2015. We will make every attempt to match students with companies that indicate they are able to participate at a later date, but the sooner we know your company will be participating, the more effectively we can recruit students for appropriate matches. Please feel free to contact me (peggy@virginia.edu or 434-924-0794) with questions about this program.

Thank you for your interest in the UVA Engineering Externship Program!

Sincerely,

Peggy Reed
Employer Relations Manager
University of Virginia Engineering

School of Engineering Mission Statement: Through the creation and transfer of knowledge, U.Va. Engineering educates leaders in the application and development of engineering and scientific solutions that benefit the world.