

# THE EXTERNSHIP



The **BBF EXTERNSHIP\*** provides an authentic professional experience to students for one week during spring and summer breaks. The Externship is a unique opportunity for students to learn about different career paths in partnership with an organization in Alexandria as they prepare for life beyond high school. There are four goals of the externship:

1. **GET AN INSIDER'S VIEW** of a career field in which they show interest; Taking part in different experiences is a great step toward helping students figure out what they like – and what they don't.
2. **EXPLORE A PROFESSION** and understand what skills and education are needed to thrive in that particular field through shadowing, research, and inquiry.
3. **OBSERVE AND EXPERIENCE** the workplace up-close and personal and see what it is really like to interact with people of different backgrounds and personalities in a professional setting.
4. **LEARN, ACQUIRE, AND APPLY** 21<sup>st</sup> century skills – Today's students need to develop cognitive skills, content knowledge, and social and emotional competencies to navigate a complex life and work environment. They include:
  - Critical thinking and problem solving
  - Collaboration across networks and leading by influence
  - Agility and adaptability
  - Initiative and entrepreneurship
  - Effective oral and written communication
  - Accessing and analyzing information
  - Curiosity and imagination

\*Funds will be provided for transportation, along with a \$100 stipend after successful completion.

## THE IMPORTANCE of AN EXTERNSHIP

Some high school students go to college knowing exactly what they want to do, some have ideas, and others have no clue. An externship can be a valuable opportunity in any of these cases. The BBF Externship is a great way to “test drive” a potential career. Involvement in an externship can help a student to determine if that certain career field is the right fit for them. If they enjoy an externship experience, they can work to obtain additional experiences and knowledge within that field during college years, career training, or apprenticeships. A student could also determine from their experience that a position or career field is not a good fit and see what other options they may want to follow.

## STUDENT PREPARATION AND CRITERIA

- The candidate for the externship program is screened to assess maturity, self-direction, and interest in program.
- Through support from BBF enrichment activities, the student will demonstrate the ability to make important decisions regarding time management, problem solving, and goal setting.
- The student will be highly motivated to work independently, as well as directly with experts in the field.
- **The student who is invited to participate must have good attendance in BBF enrichment workshops created to support and develop skills needed to be part of the professional work**

# BUILDING BETTER FUTURES ENRICHMENT CALENDAR SY 2017-2018

## SERIES 1: IDENTITY EXPLORATION (3)

10/5/2017	Who am I?: Exploring my identity map
10/12/2017	How do others see me?: How identity informs interactions
10/19/2017	Ubuntu – “I am because you are”: Diversity and culture shock
10/26/2017	<b>BREAK</b>

## SERIES 2: REAL TALK: COLLEGE AND CAREER EXPLORATION (3)

11/2/2017	Traditional or trade? Which college is right for me?
11/9/2017	What will I study in college?: Choosing a major
11/16/2017	Presenting my best portfolio: The college application process
11/23/2017	<b>BREAK</b>

## SERIES 3: CREATING A PERSONAL BRAND (3)

11/30/2017	Developing my life’s vision and mission statements
12/7/2017	Creating a productive online presence
12/14/2017	Talk that talk: Cover letters and resume
12/21;12/28; 1/4	<b>BREAK</b>

## SERIES 4: CREATING POSITIVE INTERNAL SPACES (5)

1/11/2018	Setting SMART goals
1/18/2018	Where did the time go?:Effective time management skills
1/25/2018	Building efficient test-taking habits
2/1/2018	Stress be gone: Anxiety reducing stress management techniques
2/8/2018	<b>Relaxation Party!</b>
2/15/2018	<b>BREAK</b>

## SERIES 5: WORKING IN THE 21<sup>st</sup> CENTURY PART 1 (5)

2/22/2018	Exploring your career passions – Externship Panel
3/1/2018	Discover and secure your dream job
3/8/2018	Show me the money!: Examine your earning potential
3/15/2018	You’ve arrived, now what?: On the job behavior
3/22/2018	Job interviewing techniques and practice
3/26/2018 – 3/30/2018	<b>SPRING EXTERNSHIP</b>

## SERIES 6: WORKING IN THE 21<sup>st</sup> CENTURY PART 2 (4)

4/5/2018	Exploring your career passions – Externship Panel
4/12/2018	Discover and secure your dream job
4/19/2018	Show me the money!: Examine your earning potential
4/26/2018	You’ve arrived, now what?: On the job behavior
5/3/2018	<b>Spring Externship Presentation</b>
6/25/2018 – 6/29/2018	<b>SUMMER EXTERNSHIP 1</b>
7/9/2018 – 7/13/2018	<b>SUMMER EXTERNSHIP 2</b>

Disclaimer: This schedule is tentative and may be subject to change

Room Number:

Time: 3:20pm – 4:20pm. On externship panel days, sessions will end at 5:15.

Campus: King Street. Email [campagnabbf@gmail.com](mailto:campagnabbf@gmail.com) for more information.

