



COUNTY OF LOS ANGELES DEPARTMENT OF HUMAN RESOURCES

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LISA M. GARRETT
DIRECTOR OF PERSONNEL

November 23, 2010

To: All Department Heads

From: Lisa M. Garrett 
Director of Personnel

Subject: **EXTERNSHIPS WITH USC SCHOOL OF POLICY,
PLANNING AND DEVELOPMENT**

This is to invite you to again participate in the Externship Program offered by the Office of Career Services at USC's School of Policy, Planning and Development (SPPD). Your participation allows students to "shadow" you or your managers and gain insight into a work day in County government.

The program is being offered to students of SPPD studying public administration, public policy, planning and health administration who are willing to volunteer their time during spring break scheduled for March 14–18, 2011. The goal of the Externship Program is to help each student connect with professionals in their field of study, develop a career network and gain exposure that may influence the student's career and academic choices. An added benefit of this program is the exposure of these talented students to public service in the County of Los Angeles. This furthers DHR's goal of attracting and retaining a highly qualified and diverse workforce for our County departments. Attached is a FAQs sheet which provides more detailed information.

We encourage your participation in this program. If you would like to participate in the 2011 Externship Program, please take a few minutes to fill out the short Externship host application at: https://uscspdd.qualtrics.com/SE/?SID=SV_09zFnjQSJ8SMmX2. The deadline for the application is January 7, 2011.

If you have any questions or need additional information, please contact me at (213) 974-2406 or your staff may contact Mr. Rodney Hoston at (213) 974-2386.

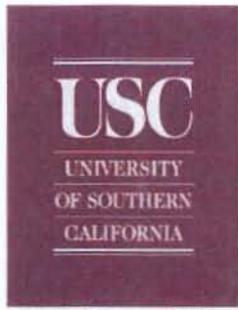
Thank you.

LMG:MLH
EP:lh

Attachment

c: Deputy Chief Executive Officers
Chief Deputies
Administrative Deputies

To Enrich Lives Through Effective and Caring Service



SPPD

SCHOOL OF POLICY, PLANNING, AND DEVELOPMENT

Externship Host-Frequently Asked Questions

1. What is an Externship?

An Externship is a volunteer "shadowing" style opportunity for SPPD students to spend from three to five days during the week of March 14th, 2011- March 18th, 2011, actively working with professionals, while gaining exposure to an occupational area related to their training.

The Externships are not for academic credit or pay, but the experience will greatly benefit both the students and sponsors. The extended time span of the Externship gives the student the ability to refine their career goals while allowing the sponsor to examine the interests, skills and competencies of potential employees or interns. The duration of each externship is to be determined between the extern and the organization, minimum of 25 hours during the week.

2. What can I have students do during their Externship?

It is up to you to decide what is appropriate in your work environment for the extern to participate in. We ask that you go through your day with the student as you would any other day so that the students can have a realistic view of what your career entails.

Some options include:

- Observing and asking questions
- Conducting informational interviews with you and other co-workers
- Attending meetings and other functions
- Assisting with research projects and making presentations
- Participating in tours of sites and/or facilities
- Working directly with or observing interactions with customers and clients
- Provide career guidance

3. What types of students will I expect to have?

The students that will have the opportunity to participate in an Externship will be students in the USC School of Policy, Planning, and Development.

4. As an employer, do I have to select the students from a pool of participating students?

No. The Office of Career Services will screen student applicants and make selections for you, and then verify that the student has the qualifications you requested. By indicating your preferences and expectations on the application, we will strive to place appropriate students with you.

5. Will students contact me directly?

Yes, but only after the Office of Career Services has informed you of your EXTERN. It is the responsibility of the student to get in contact with you prior to the EXTERNSHIP once the decision has been made and the contact information has been provided to the student. Students will not be given contact information during the application process.

6. How many student externs will each office/organization receive?

Please list the number of student externs your office/organization would like to host.

7. Are there costs to participate?

There is no cost to you as a sponsor of the Externship. Students are responsible for all of their expenses, transportation, meals, and lodging if necessary.

8. What is the timetable for the Externship Program?

Sponsor Applications Due:	Friday, January 7 th , 2011
Decisions/Matches Made By:	January 2011
Externship Program:	Monday, March 14, 2011 - Friday, March 18, 2011