Boston College Career Center

Externship Program
Southwell Hall
Room 202
617-552-4769
externship.student@bc.edu
Externship Program Orientation

This orientation is designed to give students:

- An overview of the Boston College Career Center’s services
- Instructions for using EagleLink, the powerful career management tool used by the Recruiting Program
- A description of the Externship Program, application procedures, and deadlines
BC Career Center

- Southwell Hall, 38 Commonwealth Avenue
  diagonally across from Dunkin’ Donuts & the B Line.

- We’re open Monday through Friday from 9 a.m. to 4:30 p.m. Evening hours are held on Tuesday and Wednesday until 7:30 p.m.

- Visit our Web site at http://careercenter.bc.edu
  for other resources & a full description of our services.
Our Services

- Individual appointments with career counselors
- **Drop-in hours** (Monday-Thursday from 1-4 p.m. and Tuesday and Wednesday evenings from 5-7:30 p.m.)
- Résumé and cover letter critiques
- Practice interviews
- Job and internship advice
- Specialized workshops and events
- Recruiting Program
- Advice on job/salary negotiations
Externship Program
One of the BC Career Center’s many services

■ What is an externship?
  - Job-shadow an employer and build a relationship
  - Gain in-depth knowledge of an industry
  - Full-day opportunities in the Greater Boston, New York, Washington, DC, and other nationwide locations.
  - Applications available on EagleLink
Externship Program

One of the BC Career Center’s many services

- Externship Period: January 7, 2013- January 11, 2013 (note: the externship will take place 1-2 days that week, not the full week)
- Applications are available on EagleLink, beginning 10/22/2012.
EagleLink Login

FIRST TIME and RETURNING USERS: Go to
https://bc-csm.symplicity.com/students/

Log in with your Agora username and password.
Using EagleLink

After logging in, you’ll be redirected to your EagleLink Home page, which contains a Navigation Toolbar, Shortcuts, and Announcements.
Completing your Profile

- Select **Profile** from the navigation bar at the top of the page
- Complete and/or Update the various sections
- Click **Edit** within each section, review and/or update accordingly and save your selections on each page
Uploading Documents

Select **Documents** from the navigation toolbar
Click **Add New** to enter a new document.
Uploading Documents

- Insert a label (i.e. “2012 Fall Resume”) for your document. Name your document appropriately.
- Click **Browse** to search for a résumé on your hard drive or flash drive.
Uploading Documents

- Click **Submit**. The file upload may take several minutes to complete, so don’t close your browser.
- Once the conversion is completed, you will be able to preview your document by clicking on its title.
Applying for an Externship

1. In **EagleLink**, click BC Jobs/Internships
2. Under Keywords type “Boston College Externship Employer”
Applying for an Externship

3. Under “Show Me” select All BC Jobs & Interviews (OCR/OCI)
4. Under “Position Type” select Externship
Applying for an Externship

5. Click Search

6. View all available positions, and select up to (but no more than) 3 positions to which you wish to apply. If you apply for more than 3 positions, you will not be considered for an externship.

7. Follow the instructions to apply for these positions directly through EagleLink (including attaching your resume and completing the application).
Current Timeline for Externship Program

- Externship Student Applications Due: 11/5/2012
- Mandatory Externship Orientation Sessions (choose 1):
  - Wednesday 12/5/12 at 5:00pm OR
  - Friday 12/7/12 at 4:00pm OR
  - Tuesday 12/11/12 at 12:00pm

- Note: If you are studying abroad this semester, please indicate this on the application form in EagleLink, and we will arrange alternative plans for your orientation and matching.
Current Timeline for Externship Program

- Externship Period: January 7, 2013 through January 11, 2013 (note: the externship will take place 1-2 days that week, not the full week)
When you’re finished

- Make sure you log out of EagleLink when you finish.

- Upon completion of this Orientation, please e-mail externship.student@bc.edu informing us that you have viewed it in its entirety, and tell us which orientation/matching session you tentatively plan to attend (official RSVP to follow).

- Feel free to call 617-552-4769 or stop by the Career Center if you have questions.

Good luck!