

## Thunderbird Externship Program: Career Pathway Exploration & Job Shadowing

### How to Obtain an Externship Position

1. Read through the Externship Guidelines document on the website.
2. Take an interest survey if you're not sure what you want to do. There is a Career Interest Profiler in the About Me section of Naviance.
3. Think about where you would like to work someday and what you see yourself doing in the future.
4. Speak with parents, relatives, teachers, or other contacts that may know someone in your career pathway of interest.
5. Use the internet to locate possible persons/sites (Reminder: externship site should be within a 30 -minute driving radius of MHS)
6. Contact the potential mentor via email, phone, or personal visit (following proper safety protocols).
7. Introduce yourself and share the Mentor letter and Thunderbird Externship Program: Career Pathway Exploration & Job Shadowing with this person.
8. Ask the potential mentor if he/she would be willing to participate in the Thunderbird Externship Program: Career Pathway Exploration & Job Shadowing and share the application process with him/her.
9. Upon securing the externship, complete the student portion of the application and sign the form, then have your parent/guardian complete the related section and sign.
10. Please be sure that the entire application is completed and submitted by **March 3rd**
11. Should you have questions or need assistance, please email your counselor.