



Self-Designed Externship Host Agreement Form

This form is a component of the student's Externship Program registration. This form confirms the student has secured an externship that meets Carleton Career Center's criteria:

- One- to three-weeks in length and involves 20-120 total hours.
- Includes opportunities to job shadow, network with professionals within the organization and industry, and/or complete project work.
- A high level of mentoring and support in student exploration.
- In-person, remote, or hybrid experience.

Directions

The student completes the student section and provides the form to the externship site host to complete the host portion. Both the student and host should electronically sign the completed form. This form must be submitted as a PDF attachment and emailed to externships@carleton.edu.

Student	Full Name:	Class Year:
Host	Full Name:	Host Title:
	Organization:	
	Email:	Phone:
	Mailing Address:	
Externship Details	Extern Position Title:	
	Job Location:	
	Start Date :	End Date:
	Position Description:	

Involves:	Job shadowing	Project-based work	
Modality:	In-person (on-site)	Remote (virtual)	Hybrid

Student Signature	Date
Host Signature	Date