

# LUTHER COLLEGE

## THE CAREER CENTER

700 College Drive, Decorah, Iowa 52101  
 (563) 387-1025 ~ Fax (563) 387-2628 <http://career.luther.edu>

## ALUMNI EXTERNSHIP PROGRAM APPLICATION FORM

<b>Name</b>	<b>I.D. Number</b>	<b>Year in School</b>	<b>Hometown, State</b>
<b>Major(s)</b>	<b>Cell Phone</b>	<b>E-mail Address</b>	<b>G.P.A.</b>

**Part I. Externship Opportunities, Select Top 3 Choices, Identify by: Externship #; Position/Title; Organization; City/State**

Choice 1: Extern# \_\_\_\_\_ Position/Title \_\_\_\_\_ Org. \_\_\_\_\_ City/State \_\_\_\_\_

Choice 2: Extern# \_\_\_\_\_ Position/Title \_\_\_\_\_ Org. \_\_\_\_\_ City/State \_\_\_\_\_

Choice 3: Extern# \_\_\_\_\_ Position/Title \_\_\_\_\_ Org. \_\_\_\_\_ City/State \_\_\_\_\_

**Part II. Short Essay**

**Please answer the following question in 350 words or less (type response and attach to this application):**

- What has attracted you to the career fields you identified above?

Please turn in your **APPLICATION FORM, ESSAY RESPONSE, and RESUME** to the Career Center, **By WEDNESDAY, SEPT. 19**

### STUDENT EXTERNSHIP AGREEMENT

**This is a release. Please read carefully.**

Luther College itself does not control the way in which this job shadowing experience is structured or operates. The College affirms that, to the best of its judgment, the experience is an appropriate non-credit bearing, experiential option for students but makes no other assurances, expressed or implied, about any travel and living arrangements the student has made.

Luther College does not knowingly approve externship experiences which pose undue risks to their participants. However, any such experience or travel carries with it potential hazards which are beyond the control of the College and its agents or employees.

**INSURANCE COVERAGE**

I have sufficient health, accident, and hospitalization insurance to cover me during my externship; I further understand that I am responsible for the costs of such insurance and for any expenses not covered by this insurance, and I recognize that Luther College does not have an obligation to provide me with such insurance.

I assume full responsibility for any undisclosed physical or emotional problems that might impair my ability to complete the experience, and I release Luther College from any liability for injury to myself or damage to or loss of my possessions.

I understand that if I use my personal vehicle for the benefit of the organization with whom I perform my externship, Luther College has no liability for injury or property damage which may result from that use. I agree to rely solely on my personal vehicle insurance coverage.

I understand that Luther College assumes no liability for injury that I may suffer in the course of my externship.

**PERSONAL CONDUCT**

I understand that the responsibilities and circumstances of an off-campus externship may require a standard of professional decorum that may differ from that of Luther College. Therefore, I indicate my willingness to understand and conform to the professional standards of the externship site. I further understand that it is important to the success of the present externship and the continuance of future externships that externs observe standards of conduct that would not compromise Luther College in the eyes of individuals and organizations with which it has dealings, and I acknowledge the responsibility of Luther College and the Career Center to set rules and interpret conduct for this purpose. I agree that should Luther College and the Career Center decide that I must be terminated from my externship because of conduct that might bring the program into disrepute or the externship site into jeopardy, that decision will be final.

**GENERAL RELEASE**

I understand that I will be fully responsible for obtaining or providing financial resources to pay for the travel, lodging, and food expenses that may be incurred during this experience.

I understand that Luther College reserves the right to make cancellations, changes or substitutions in cases of emergency or changed conditions or in the general interest of its Externship Program.

It is further expressly agreed that the externship site and use of any and all of its facilities shall be undertaken by me at my own sole risk and that Luther College shall not be liable for any and all claims, demands, injuries, damages, actions, or causes of actions, whatsoever to me or property arising out of or connected with the externship and with the use of any and all services, or facilities associated with the externship, whether or not sponsored by Luther College. I do hereby release, discharge and covenant not to sue Luther College, its governing board, alumni externship hosts, employees or agents as to any and all liability that may arise out of injury or harm to me, death, or property damage, resulting from my participation in this externship, excepting only liability due to the negligence or willful misconduct of the College.

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_