



FAQ's for the Faculty Externship Program

1. Will I be placed with a company for my Externship?
 - a. No, we encourage you to work with your business advisory teams or any local company you currently work with for internships for your students.
 - b. As a suggestion, you might want to contact your local MEPS – Click this link and enter your zip code; the map will show you MEPS in your area that you can contact for potential externship opportunities
<https://ws680.nist.gov/mepmeis/FindYourLocalCenter.aspx>
2. Is it possible to work with multiple companies?
 - a. It is preferred that you choose a site that can accommodate you for the full 80-hour requirement, however, there is not a rule stating you cannot work at multiple locations.
 - i. If you need to utilize more than one company, please limit it to 2-3 max.
3. Does the 80 hours have to be 100% on site?
 - a. There can be a remote component to it, and however, if the company does not hire for remote work, it is preferred that you work on-site. If they hire for remote work, then it is ok to do part of your 80 hours remotely if you are experiencing what the student will experience if placed with that company. The goal is to get as much exposure as possible to the manufacturing environment. You can work this out with your company to ensure you are meeting their expectations.
4. What is the cutoff for starting the externship?
 - a. Now through September 30, 2024 – you need to get the 80 hours in; you can spread it out or work two weeks straight. This can be negotiated with your company to ensure you meet their expectations.
5. How do you get a company to take you on?
 - a. The best way to start is to look at your advisory boards and reach out to companies you have worked with through your institution. Most will be willing to participate.
6. Can an introduction letter be provided to assist with approaching these companies?
 - a. An introduction letter has been created to assist you with approaching them. Contact Kyle Jones, Kyle.Jones4990@sinclair.edu if you would like a copy.
7. What about NDA's?
 - a. NDA's are between you and the Externship company. We are not asking you to obtain clearance or disclose sensitive information. If clearance will be an issue, you may want to explore other companies. The DOD is not eligible for this Externship.
 - b. The company should not be asking you to work on anything, this is more of a job shadowing, co-op type of program in line with a traditional internship.
 - c. Your final presentation does not have to disclose any sensitive information, you will be able to provide an overview of what you learned and how you are changing your curriculum to meet the current industry needs.

8. What if my company is far away from where I live or teach?
 - a. There is not a travel stipend for this externship. **All travel expenses are the responsibility of the participant.**
9. What documentation do you need from my college granting permission to participate in the Externship?
 - a. An email to Kyle.Jones4990@sinclair.edu will suffice. It's a simple acknowledgment that they are aware that you are participating. This can be from your department Chair or Dean.
10. Is there a list of jobs that we will be doing at the Externship company?
 - a. This can be tailored to the chosen company, but might be:
 - i. Tours of the company
 - ii. Overviews of different departments
 - iii. Small projects
 - iv. Discussions of current curriculum and what changes would benefit the student and better prepare them to enter the workforce.
 - v. Possibly sit in on meetings
 - vi. Job shadowing
11. Do we write the learning outcomes with the company?
 - a. You should write down what you would like to learn and then go over it with the company to fine-tune it to make sure you're on the same page.
12. Do you want to know who we are working with?
 - a. You can email Kyle.Jones4990@sinclair.edu with the name of the Externship company, and a contact person, name, phone, and email. **This is for FYI, not approval.**
13. What if I can't find a company to work with- will I get dropped from the Externship, can I quit?
 - a. If you are having problems finding a company and have reached out to your local MEPS, contact Kyle Jones for directions. This will be handled case-by-case.