

Frequently Asked Questions

1. Is this for Indiana-only companies?

The Cardinal Connect Grant focuses on Indiana classroom-company linkages, so the externship program is limited to Indiana companies only. The desire to connect with companies outside of Indiana is understood, however, the grant's aim is to build collaborative and long-lasting relationships within the state and to encourage retention of students and student employment/internships within the state. So, if there's not a branch and/or company office within the state, that particular company would not be considered for this particular externship program.

2. What are the externship goals/objectives?

Faculty who participate in the summer externship experience benefit from exposure to industry, build professional relationships and community partnerships, observe and inquire about current trends, gaps, technology, processes within their chosen industry. Upon return to campus, awarded faculty will bring newfound knowledge into their curriculum and implement changes within their classroom; entrepreneurial learning or immersive learning project with that company, new courses, revamping materials, etc. The focus of the externship is to allow exposure and learning for awarded faculty that, in turn, benefits students learning and prepare students for continued success.

3. Externship requirements?

Successful applicants will be assigned an externship location by the Career Center, per industry preference and site availability. Applicants must agree to commit to 40 hours for the externship experience during the summer and complete the externship prior to the beginning of the fall semester. Additional responsibilities of participating faculty include a written report of their externship experience and a formal presentation to their college/department during the fall semester.

The written report is a summation of the externship experience and includes recommendations regarding the implementation of new processes, procedures, or curricula to be enhanced or developed as a result of the experience. It is our expectation these recommendations will be considered for implementation within the next fall or spring semester.

Awarded faculty are also required to present to their respective department/college via a final presentation. Faculty will coordinate with their respective chair/dean for reservations, calendar approval, etc. This presentation will also highlight their experiences, insights, and curriculum changes (new projects or assignments, immersive learning, guest speakers, field trips, etc.).

4. Compensation?

Payment for the externship experience is up to a maximum of \$5,000. A payment request will be made through the Ball State payroll system upon completion of the externship and submission of written report and signed documentation of hours completed. All payments will be made in accordance with the maximums outlined in the Supplemental Compensation Policy. For more information about Supplemental Compensation, and if you're eligible to receive the full amount, please contact Sponsored Projects Administration.



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5. Should I contact an employer?

Contact with potential employers will take place after awarding has been made for the Faculty Externship Program. The Career Center will work with awarded faculty to identify externship locations within Indiana and solidify the externship placement. Also, externship goals, payment schedule, externship dates, schedules, etc. will be confirmed by the Career Center. Faculty are asked not to make contact or any arrangements prior to awarding process, in case of not being awarded, etc.

The online Interest Form asks several questions, including preferences for externship location (specific companies or general Indiana industries), along with dates preferred, etc. Faculty are encouraged to share interests and, if selected for the program, faculty & the Career Center will work closely together to find the right location based on preferences and availability.

6. Why must I notify my chair when I apply?

We want department chairs to be aware of faculty involvement within industry and also, we want pre-approval of each candidate prior to receiving their application. If there is a faculty member interested in applying for the summer externship experience, we're asking that chairs be notified and give their approval of the potential candidate's application.

Department chairs are well acquainted with their faculty and their work ethic, character, research, class loads, etc. and would be able to attest to them being able to represent the university well in industry and appropriate for classes and research, etc. Deans are responsible for the final review and award recommendations, so any final questions can be funneled back to chairs, etc.

7. What happens after awarding?

After applications have been reviewed for approval by College Deans (est. 3-4 weeks) the Career Center will notify all applicants via email the following week.

The Career Center will contact all awardees to set up meetings within the month to meet and review applications, goals for their experiences, preferred dates and potential employers, etc.

The Career Center will then communicate with potential externship sites to introduce the Faculty Externship Program and awarded faculty and secure a summer placement.

Once a company has agreed to host and/or learn more, a conference call will take place to bring all parties together for Q&A and also allow the faculty to share their hopes and wishes for the summer experience. Faculty should research their potential company and come prepared to ask questions and also discuss who they'd like to engage while on site (e.g. specific individuals, departments). Along with more information on their classes, research, goals, and also big questions and topics they'd like to cover while on site.