Q: How long does the externship last?

A: Externship/Internship program is a 10 weeks (summer) and 14 weeks (Fall and Summer) program. Managers are flexible with students who need to depart earlier or want to stay on longer. It is very important that students communicate to their managers the timeframe they expect to depart once known. The manager’s goal is to ensure the student receives the full benefit of the externship.

Q: What is the dress code?

A: Business casual.

Q: How many hours a week do I work?

A: Externs /Interns are asked to work 40 hours and not less than 32 hours a week (during summer) and 20 hours during Fall and Spring semester. This is because the program is structured to provide students training and work experience where externs benefit from working the designated hours. In rare cases, exceptions may be made to the number of weekly work hours.

Q: What is my work schedule?

A: The first eight business days are training days. Therefore, the first eight business days there will be established hours where students need to be at work so they can receive the full benefit of the training. After the eight days, managers are flexible with the work schedule. It is important that the student establishes a work schedule with their manager that works for the student as well as the objectives of the externship.

Q: My school needs a form completed so I can receive credit and/or a grant for this externship.

A: Externs are provided a confirmation letter and student agreement that should provide proof of the externship. No other documents are provided or signed.

Q: Does USPTO help with housing assistance?

A: No financial assistance. However, a list of three housing options will be provided to the student. Students will need to contact and make arrangements with for appropriate housing.

Q: Can I obtain externship experience in other Tech Centers (TC)?

A: Externs can express an interest to gain experience in other tech centers to their managers. There is no guarantee but a possibility that work experience in other TC can be gained.
Q: Will I be supervised by an Attorney? This is a requirement for me to receive academic credit.

HR will need to contact the hiring manager to see if this is doable. In most cases, this can be arranged. If not with the selecting TC, placement may be made with another TC.

Q: I am more interested in other TC that the one I was selected. Can I be placed in more desired TC?

HR needs to obtain approval from the Extern Team manager. In most cases, this will be approved because one of the goals of the program is to provide students with training and work experience that meets their academic and personal interests.