

## **Managers Frequently Asked Questions**

### **What is the time frame for submitting request forms for externs to Human Resources?**

Generally Human Resources will send out the cover memo and the forms around November to the Bureau Directors. Since externships are done in the summer months your request must be submitted to HR in January, no later than March 1. That said, we can/will accept applications throughout the year.

### **How many externs can I have?**

The supervisor must be able to supervise the number of externs requested to provide a meaningful learning experience.

### **If I miss the deadline submitting my request will I be able to request an extern?**

No problem. You can request an extern anytime throughout the year.

### **Do I have to get approval from HR before offering an externship to a student?**

Yes. We would like to know the selections to make sure that HR has an agreement on file.

### **How many hours can an Extern participate?**

The learning experience can be flexible subject to supervisory discretion, or what the college dictates.

### **Is the Extern able to start an externship even if the agreement is not executed?**

Possibly. Human Resources will verify the agreement process and contact you to set an effective date.

### **Since this is an unpaid internship, are the externs allowed to drive a state vehicle?**

Yes. You will have the extern fill out a Conservation Volunteer form that will allow vehicle usage.

### **When can students reapply for an externship?**

Externs must reapply each calendar year for consideration.

### **Which colleges/universities are participating with the DCNR agreement process?**

The following is a list of the Colleges and universities that have joined in agreement with the agency for participation with the Externship program.

- Baldwin-Wallace College
- Berks Technical Institute
- Bloomsburg University
- California University of PA
- Cheyney University of PA
- Clarion University
- College of William and Mary
- Delaware State University
- Delaware Valley College
- Dickinson College

Duquesne College  
East Stroudsburg University of PA  
Edinboro University  
Elizabethtown College  
Frostburg University  
Gannon University  
Gettysburg College  
Green Mountain College  
Grove City College  
Harrisburg Area Community College (HACC)  
Harrisburg University  
Hocking College  
Houghton College  
Indiana University of Pennsylvania  
Juniata College  
Keystone College  
King's College  
Kutztown University  
Lackawanna College  
Lafayette College  
LaSalle University  
Lebanon Valley College  
Lock Haven University  
Lycoming College  
Mansfield University  
Marywood University  
McCann School of Business and Technology  
Mercyhurst College  
Messiah College  
Millersville University  
Paul Smith College  
Penn College of Technology  
Penn State University  
Pittsburgh Technical Institute  
Robert Morris University  
St. Bonaventure University  
St Francis University  
St Vincent College  
Shippensburg University  
Slippery Rock University  
Temple University  
Thiel College  
University of Alabama  
University of Buffalo  
University of Illinois  
University of Pittsburgh  
Ursinus College  
Washington & Jefferson College

Washington University in St. Louis  
Wesleyan University  
West Chester University  
West Virginia University  
Westminster College  
Wilson College  
York College of Pennsylvania  
YTI (York Technical Institute)

**What does the student have to do to get their college or university to participate?**

Have the student contact Lana Seay and she will contact the school administrator and send the school a copy of the agreement to review and sign.

**Can externs ride along in patrol cars along with DCNR Rangers?**

No, they may not. The occupant of the vehicle who is not law enforcement becomes a second person to protect if something happens.

**TO KEEP IN MIND ABOUT EXTERNSHIPS**

**Externs** are with us as for a learning experience, and are not to be used to augment the workforce – meaning in simple terms you cannot use them to replace bargaining unit workers. We tend to rely on the externs as they become more and more capable, particularly those externs that come back for consecutive years. Do keep in mind that they should be learning by working *along side* regular staff. Please refrain from sending your externs out as independent representatives of the Department to things such as fairs, festivals, etc. They can attend along side a regular Department employee.

**Externs** must be supervised by an employee who is technically competent to provide instruction and review of assigned projects.

**Externs** should be assigned meaningful, substantive work which is designated to provide relevant educational experience.

**Externs** join us for a full time learning experience, and should have ample assignments and supervision to keep them actively engaged during their learning experience.

**Externs** are not to perform work normally performed by bargaining unit employees covered by a labor agreement.

**Externs** should be assigned to work on a specific project or function and/or to assist full-time employees in meaningful work.