

## CONVERSION Packet:

Students who have obtained or currently have an Internship or Cooperative Education position can receive a transcript notation and may be eligible to earn academic credit as a university sanctioned experience. The following steps outline the process in **three easy steps**.



### step one Make an Appointment

To begin the process stop by The Shriver Center or call 410/455-2493 to schedule an appointment with an Intern/Co-op Coordinator.

Student Requirements Include:

- ◆ 2.5 GPA minimum and sophomore standing
- ◆ Established UMBC GPA (transfer students need one complete semester at UMBC)
- ◆ Full-time degree-seeking student or consecutive part-time student status
- ◆ Graduate students may apply during their first semester at UMBC
- ◆ International students with F-1 Visas must be enrolled in a minimum of 12 credits

### step two Obtain Verification from your Placement

Ask your employing organization to complete the following on their company letterhead with a signature of a professional staff member of the organization who can verify your intern/co-op status:

- A complete and detailed position description
- A commitment to employment dates that correspond to a full semester at UMBC
- The student's schedule to include the days and hours worked per week
- Supervisor's contact information
- Salary Information (if applicable)

Ask your employer to also sign the attached **Employer Agreement**.

### step three Your Appointment

Your Shriver Center Coordinator will enroll you in the appropriate zero-credit pass/fail Practicum, and discuss the requirements (time sheets, evaluations, professional development seminars, etc.)

#### **The Practicum provides:**

- \*An option to link your experience to upper-level credits in your major, where available
- \*Transcript notation recognizing your placement
- \*Guidance and support from The Shriver Center staff
- \*A chance to network with peers and professionals

There will be no registration fee for converting your Co-op/Internship with The Shriver Center. The Center will waive this fee.

If you are interested in earning upper level academic credit in your major, your Coordinator will provide you with the tools to do so, where applicable.

## Cooperative Education, Internship, and Research Programs Employer Agreement

The Shriver Center's Cooperative Education, Internship, and Research Programs are based upon a three-way collaboration among the university, the student, and the employer. As an employer, we ask that you work with us to provide each student with a quality work experience by adhering to the following requirements:

### Principles

The employer will:

- ❖ Ensure a high quality work experience that is related to the student's academic interest, enhances his/her classroom theory, and is a creditworthy experience (as approved by The Shriver Center prior to placement).
- ❖ Ensure and support student enrollment in The Shriver Center Practicum, which provides university recognition of the placement with a transcript notation, links the placement to upper-level credit, and ensures that the student has an educational experience.
- ❖ Select candidates referred by UMBC without regard to race, color, sex, religion, national origin, lawful political affiliation, physical handicap, marital status, or age.

### Training and Supervision

The employer will:

- ❖ Provide the student with an orientation to organizational policies, procedures, and utilization of resources, as well as position specific training.
- ❖ Assign a supervisor with whom the student will work closely. This person will serve as a primary point of contact for the student and The Shriver Center Coordinator.
- ❖ Provide a positive supervisory experience that encourages the academic, professional, and personal growth of the student. Ensure that no more than 25% of the student's duties are spent on administrative tasks.
- ❖ Provide consistent and appropriate feedback through informal and formal evaluations such as the mid-placement review and end of the semester review to the student throughout the placement. A copy of the evaluation should be returned to The Shriver Center.

### Collaboration with Shriver Center Coordinators and Students

The employer will:

- ❖ Provide a description of the co-op/internship/research position, company literature, and employer agreement to The Shriver Center so that students can research opportunities and adequately prepare for interviews.
- ❖ Notify The Shriver Center in writing when internship/cooperative education/research offers are extended to students.
- ❖ Work collaboratively with the student and his/her Shriver Center Coordinator to determine a work/school schedule that suits the needs of the employer and the academic requirements of the student.
- ❖ Work in conjunction with the student's Shriver Center Coordinator throughout the student's placement. Please inform coordinators of any changes to work schedules, hiring needs, questions, or other matters that may arise.
- ❖ Notify The Shriver Center Coordinator prior to any adverse personnel actions.
- ❖ Support the student in completing his/her degree program while refraining from offers of employment outside of the construct of cooperative education/internship programs prior to the completion of his/her degree.

**Collaboration with Shriver Center Coordinators and Students (cont.)**

- ❖ Compensate students in a manner consistent with company/organization policy.
- ❖ Allow at least one site-visit by The Shriver Center Coordinator.

**UMBC Shriver Center Commitment**

The Shriver Center will:

- ❖ Designate a Coordinator to work with the Employer/Sponsor.
- ❖ Inform eligible students of co-op/internship/research opportunities.
- ❖ Refer qualified candidates without regard to race, color, sex, religion, national origin, lawful political affiliation, physical handicap, marital status, or age.
- ❖ Assist in the establishment and maintenance of credit-worthy experiences, arrangement of interviews, etc.
- ❖ Provide the Employer/Sponsor with relevant information regarding the candidates, their academic progress, and any changes in status.

This agreement made by and between The Shriver Center at the University of Maryland, Baltimore County and

\_\_\_\_\_ (Employer/Sponsor)  
applies in matters concerning placement of UMBC Cooperative Education/Internship/Research students with Employer/Sponsor.

The contracting representative of each party warrants that he or she has full power and authority to bind his or her organization to each and every provision of this agreement.

This agreement shall be governed by and construed under the laws of the State of Maryland.

In witness whereof the authorized representatives of the parties have executed this agreement to the dates indicated below.

EMPLOYER \_\_\_\_\_  
 Location \_\_\_\_\_  
 By \_\_\_\_\_  
 (Print Name)  
 \_\_\_\_\_  
 Signature  
 Title \_\_\_\_\_  
 Date \_\_\_\_\_  
 Phone \_\_\_\_\_

THE UNIVERSITY OF MARYLAND,  
 BALTIMORE COUNTY  
 THE SHRIVER CENTER  
 By \_\_\_\_\_  
 (Print Name)  
 \_\_\_\_\_  
 Signature  
 Title \_\_\_\_\_  
 Date \_\_\_\_\_  
 Phone (410) 455-2493 \_\_\_\_\_

