

THE SHRIVER CENTER

INTERNSHIPS, COOPERATIVE EDUCATION & RESEARCH

Enriching education with meaningful work experience



UMBC

AN HONORS UNIVERSITY IN MARYLAND

INTRODUCTORY GUIDE

THE SHRIVER CENTER

INTERNSHIPS, COOPERATIVE EDUCATION and RESEARCH... We have companies looking for you whether you want to start locally or across the globe: positions are now posted on **UMBCworks!**

Academic Requirements: Undergraduates need to have completed one semester at UMBC and have a minimum 2.5 GPA. Transfer students are eligible with a 2.5 GPA and at least 30 transfer credits from their college/university.

step one: LOG INTO UMBCworks and COMPLETE YOUR PROFILE

Log into your *myUMBC* account and go to the TOPICS menu.

Click on JOBS AND INTERNSHIPS and then click on the first link, **UMBCworks**.
If you encounter problems logging into the system, please contact our office at 410-455-2493.

COMPLETE the following sections

PROFILE TAB:

- 1) Personal Information
- 2) Academic Information

DOCUMENT TAB:

- 1) Use Microsoft WORD to create your RESUME and REFERENCES as one document
- 2) Click ADD NEW and LABEL it **SHRIVER RESUME**
- 3) Click CHOOSE FILE and upload your Microsoft word document

step two: SCHEDULE YOUR 30-MINUTE APPOINTMENT

You are now ready to meet with a Coordinator to assist you with your internship, co-op, and/or research search. SCHEDULE your appointment by calling the front office at (410) 455-2493 or stop by The Shriver Center, which is located on the 1st floor of the Public Policy Building. For students attending Shady Grove, please contact Katie Leiser (leiser@umbc.edu or 410-375-5719) for a Tuesday or Thursday appointment in Building III, RM 4139.

Arrive at your appointment with:

- 1) Your profile completed and your resume and references on **UMBCworks** uploaded
- 2) Hard copy of Resume and References

During your appointment your coordinator will review, provide feedback on and approve your profile and resume in order for you to view and apply to internship, co-op and research opportunities listed in **UMBCworks**.

step three: APPLY TO POSITIONS

After your resume is approved and released, view the online intern, research, and co-op postings in **UMBCworks** within JOBS and select **UMBCworks**. Filter jobs by POSITION TYPE (i.e., internships, cooperative education, and/or research) and by MAJOR. Select which organizations/companies you want to receive your resume by checking "SUBMIT" within Application Status. Make sure that you choose your "Shriver Resume" to send. The Shriver Center will send your resume to those you have marked, accordingly.

Set up Search Agents (under Advanced Search) to be automatically emailed when jobs meeting your set criteria are posted. You are encouraged to check the referral database every two weeks for new opportunities. Remember to return all phone calls from employers, even if you decide you are no longer interested.

step four: PLACEMENT

When you ACCEPT an internship/co-op/research position, you must immediately notify and make an appointment with your Coordinator at The Shriver Center. At your placement appointment your Coordinator will discuss available CREDIT options, and add the zero-credit pass/fail Internship/Co-op Practicum transcript notation. The practicum involves completion of minimal requirements such as timesheets, learning objectives and evaluations.

If a placement that is posted on UMBCworks or advertised directly by The Shriver Center is found and accepted, a University registration fee for participating in an Internship/Co-op/Research Practicum is billed to your myUMBC account at a rate of \$35 for part-time (≤ 35 hours/week) or \$70 for full-time (> 35 hours). This is a one time, per placement fee that will allow the same position to be noted on your transcript for subsequent semesters.

Financial Aid awards are finalized based on the last day of add/drop. Any internship or independent study added after that date will not be considered for aid eligibility. Please contact the Office Financial Aid at (410) 455-2387 or via email at finaid@umbc.edu to discuss the potential impact on financial aid

**UMBC/The Shriver Center, First Floor Public Policy
1000 Hilltop Circle
Baltimore, MD 21250**

**shrivercenter.umbc.edu
(410) 455-2493
fax (410) 455-1074**

Sample Resume:

NAME

Current Address

Phone #

Email Address

Permanent Address

Phone #

OBJECTIVE: *Write a phrase explaining what type of experience you desire.*

EDUCATION: University of Maryland, Baltimore County Baltimore, Maryland
Major: Social Work Minor: Psychology
Expected Graduation Date: May 2009
GPA 3.0/4.0 (*include GPA if it is above 3.0*)

**List education in chronological order, most recent first.*

Baltimore County Community College Catonsville, Maryland
Liberal Arts Major
2000-2001

Relevant Coursework: include relevant courses in your major and/or career field

**SPECIAL PROJECTS/
RESEARCH:**

Undergraduate Research Project, UMBC Department of Chemistry
Predicting the Rules of Organic Reactions Spring 2006

SKILLS: *Emphasize and describe the strongest skills, which relate to your field or program interest. C, C++, SAS, SPSS, Visual Basic, HTML, Northern Blotting, ELISA's, PCR.*

EXPERIENCE: *Your title* *Dates of Employment: month/year*
Name of Company *City, State*

- *List positions in chronological order, most recent first*
- *Give a brief description of your responsibilities (use phrases)*
- *Use action verbs to begin phrases describing duties*
- *Indicate specialties learned and any on-the-job achievements/accomplishments*

HONORS & AWARDS: Academic Achievements Outstanding Accomplishments
Scholarships Honor Societies
Dean's List Honors

**EXTRACURRICULAR
ACTIVITIES:** Campus/Community Organizations/Activities
Professional Societies and Organizations
Example: Information Systems Council of Majors, Treasurer, Spring 2007

Sample Reference List:

	NAME	
Current Address		Permanent Address
Phone #		Phone #
Email address		

REFERENCES:

Dr. Peter Sumara
Professor, Visual and Performing Arts
Fine Arts Room 201
University of Maryland, Baltimore County
100 Hilltop Circle
Baltimore, MD 21250
410-455-1952
sumara@umbc.edu

Name
Title
Complete Work Address
Work Phone #
Email (optional)

Name
Title
Complete Work Address
Work Phone #
Email (optional)

list three references:* **EITHER two professional and one academic **OR** two academic and one professional