

# How To Make it Happen

*What you need to know + do along the way.*

## By the end of your FIRST or SECOND year:

- Log-in to UMBCworks to update your profile; upload your resume; search for jobs, research internship/co-op, and service learning opportunities
- Obtain a part-time job related to your interests; check UMBCworks for listings.
- Attend Campus Jobs Fair and/or Summer and Part-Time Job/Internship Fair
- Connect with The Shriver Center coordinator for your major for relevant service learning, research, internship and co-op opportunities
- Apply for the France-Merrick Service-Learning Scholarship. If interested in studying abroad – meet with study abroad advisor and academic advisor to develop a strategic plan
- Join and contribute to an on- or off-campus club/organization
- Complete UMBC placement exams; ensure AP exam results have been received by UMBC; ensure that all final, official transcripts from prior institutions have been received
- Check transfer report carefully to ensure that all your credit has transferred accurately. If you have questions or concerns – follow up with an advisor ASAP
- Respond immediately to First Year Intervention (FYI) alerts which are sent out to students not performing satisfactorily. Strategy meetings with professors and advisors are highly recommended
- Visit the Study Abroad Office to explore international opportunities
- Meet with a Career Counselor in Career Services for help with identifying strengths and interests in order to explore career options and what you can do with your major.

## By the end of your JUNIOR or SENIOR year:

- Meet with Career Services to develop a strategic job search plan before you graduate.
- Participate in the Kauffman Entrepreneurship Program and get paid to intern with a start-up company located in the UMBC Tech Center
- Apply to honor's internship programs like the Governor's Summer Internship Program, and the Nonprofit Leadership Program
- Attend the Maryland Career Consortium Graduate School Seminar
- Check with Career Services to:
  - Schedule a mock interview to hone your interview techniques
  - Participate in on-campus interviews with employers
  - Attend networking events (Corporate visibility Days and information sessions)
- Officially apply for graduation and ensure all UMBC obligations are satisfied
- Complete the Graduating Student Report (survey of your post-graduate career plans) administered by Career Services.



## Throughout your college career:

- Access Resources on CSC's Website:  
<http://www.careers.umbc.edu>
- Utilize your UMBCworks account: post your resume/search for jobs (login from the Career Services Center's website, The Shriver Center's website or Topics > Jobs and Internships section in myUMBC)
- Connect with a mentor in ProNet (UMBC's online professional network of alumni and employers) part of UMBCworks.
- Use FOCUS2 (an online career and education planning system) and Career Insider (online career library, videos, company reviews and more - powered by Vault) available on CSC's website
- Use the Career Path website to explore majors and your potential career path (<http://www.umbc.edu/careerpath/>)



## How to find us:

Office for Academic and  
Pre-Professional Advising  
Academic Services 102  
410-455-2729  
<http://www.umbc.edu/advising/>

Career Services Center  
Math-Psychology 204  
410-455-2216  
<http://careers.umbc.edu>

The Shriver Center  
Public Policy  
410-455-2493  
<http://shrivercenter.umbc.edu>

