

THE SHRIVER CENTER

INTERNSHIPS AND COOPERATIVE EDUCATION ... 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 oneLOG INTO UMBCworks and COMPLETE YOUR PROFILE

To access your account go to the SERVICES Tab within myUMBC and click on "UMBCworks" listed in the JOBS AND INTERNSHIPS channel.

Log into 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 twoSCHEDULE YOUR 30-MINUTE APPOINTMENT

You are now ready to meet with a Coordinator to assist you with your internship and cooperative education search. SCHEDULE your appointment by calling the front office at (410) 455-2493 or stop by The Shriver Center. **Shady Grove students should contact Andy Cruz for an appointment at acruz1@umbc.edu or (301) 738-6019 or visit his office in Building 1, Third Floor.

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 and co-op opportunities listed in **UMBC**works.

step threeAPPLY TO INTERN and CO-OP POSITIONS

After your resume is approved and released, view the online internship and co-op postings in **UMBC**works within JOBS and select **UMBC**works. Filter jobs by POSITION TYPE ie: internships or cooperative education 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 fourPLACEMENT

When you ACCEPT an internship/co-op, 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 is found and accepted, a registration fee for participating in a Internship/Co-op Practicum is billed to your UMBC account at a rate of \$35 part-time (under 35 hours/week) or \$70 full-time. This is a one-time per placement university mandated fee.

Financial Aid awards are finalized based on the last day of add/drop. Any internship or independent study added after that date will not 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 www.shrivercenter.org (410) 455-2493 fax (410) 455-1074



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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)

Give a brief description of your responsibilities (use pri

• 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 Campus/Community Organizations/Activities **ACTIVITIES:** Professional Societies and Organizations

Example: Information Systems Council of Majors, Treasurer, Spring 2007



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SAMPLE REFERENCES:

NAME

Current Address Phone # Email address Permanent Address Phone #

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