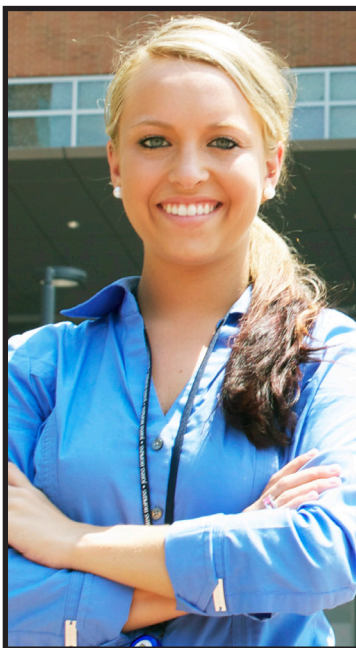


# THE SH RIVER CENTER



## INTRODUCTION GUIDE

INTERNSHIPS, COOPERATIVE EDUCATION, & RESEARCH



*ENRICHING EDUCATION WITH MEANINGFUL WORK EXPERIENCE*

# UMBC

AN HONORS UNIVERSITY IN MARYLAND

UMBC at Shady Grove  
Camille Kendall Academic Ctr  
Rm. 4133  
9636 Gudelsky Drive  
Rockville, MD 20850

[regimbal@umbc.edu](mailto:regimbal@umbc.edu)  
Office: (301) 738-6076  
Fax: (301) 738-6340

# THE SHRIVER CENTER

Dear UMBC Student,

Thank you for taking a vested interest in your professional future. At The Shriver Center, our goal is to provide UMBC students with high quality experiences that will bring focus to your studies and challenge your thinking.

Each year, The Shriver Center places **nearly 1,900** UMBC students in internship, cooperative education and research experiences at more than **700** public and private organizations in the Baltimore/Washington area and across the globe. These professional practice programs are a major resource for local and national employers and an excellent training ground for you as you combine classroom study with on-the-job experience. As a UMBC student, you are eligible to enroll in The Shriver Center Practicum which will assist you in connecting classroom theory with real world practice as well as teach you valuable job-related habits and skills. Many students are also eligible to earn academic credit for their experiences and the majority of positions arranged via The Shriver Center are paid.

Over the years, many of our students have succeeded in amazing applied learning experiences. **Ninety-four percent** would **recommend an experience** to another student. **Eighty-eight percent** indicated their placement **increased the clarity of their career goals**. Additionally, **ninety-two percent** indicated an **increase in their ability to solve problems** as a **direct result of their applied learning experience**. Overall, many students have found success through working with The Shriver Center to obtain meaningful research, co-op, and internship opportunities.

At The Shriver Center, each academic major has a coordinator who is committed to helping you find opportunities that match your academic and professional interests. Call or come in today to make an appointment with your coordinator to **step outside** the boundaries of the classroom and experience the **real world** through UMBC applied learning experiences.

Sincerely,

## Shriver Center Professional Practice Staff

---

**Christine Routzahn**

Social Sciences, Aging Services,  
and Social Work Majors  
[routzahn@umbc.edu](mailto:routzahn@umbc.edu)

**Kate Phelps**

Information Technology,  
Math, and Physics Majors  
[kphelps@umbc.edu](mailto:kphelps@umbc.edu)

**Kerry Kidwell-Slak**

Life Science, Chemical and  
Mechanical Engineering Majors  
[kerryk@umbc.edu](mailto:kerryk@umbc.edu)

**Ray Regimbal**

Shady Grove Campus  
[regimbal@umbc.edu](mailto:regimbal@umbc.edu)

**Mike Oettel**

Arts, Humanities, and  
Economics Majors  
[moettel@umbc.edu](mailto:moettel@umbc.edu)

**Shirley Carrington**

Interview Specialist  
[shirleyc@umbc.edu](mailto:shirleyc@umbc.edu)

# 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 previous institution(s).

---

### 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.

#### 1. READ AND INITIAL POLICIES OF PROFESSIONAL CONDUCT FOR STUDENTS

#### 2. COMPLETE THE FOLLOWING SECTIONS:

##### A) PROFILE TAB:

- 1) Personal Information
- 2) Academic Information

##### B) DOCUMENTS TAB:

- 1) Use **MICROSOFT WORD** to create your **RESUME** 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 first floor of the Public Policy building. For students attending SHADY GROVE, please contact Ray Regimbal ([regimbal@umbc.edu](mailto:regimbal@umbc.edu)) or (301) 738-6076 to schedule your appointment at SHADY GROVE.

#### Arrive at your appointment with:

- 1) Your Profile completed and your resume uploaded to UMBCworks.
- 2) Hard copy of your resume.

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 Internships, Co-ops, 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 the Jobs tabs and select UMBCworks. Filter jobs by **POSITION TYPE** (i.e., Internships, Cooperative Education, and/or Research) and by **MAJOR**. Review the detailed position descriptions and follow the instructions on the screen to apply for positions in which you qualify. When submitting your resume through UMBCworks, make sure that you choose your **"SHRIVER RESUME"** to send. The Shriver Center will send your resume directly to those employers.

Set up **SEARCH AGENTS** (under Advanced Search) to be automatically emailed when jobs meeting your criteria are posted. You are encouraged to check UMBCworks every two weeks for new opportunities. Remember to return all phone calls from employers, even if you decide you are no longer interested in a position.

---

### 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 enroll you in the zero-credit pass/fail Internship/Co-op/Research Practicum. The Practicum involves completion of minimal requirements such as timesheets, learning objectives and evaluations.

If a paid 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 Practicum is billed to your myUMBC account at a rate of **\$35.00 for part-time** (less than 35 hours or more per week) or **\$70.00 for full-time** (35 hours per week). This is a one time, per placement fee that will allow the same position to be noted on your transcript for subsequent semesters. There is no charge for volunteer intern or research placements.

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 of Financial Aid at (410) 455-2387 or via email at [finaid@umbc.edu](mailto:finaid@umbc.edu) to discuss the potential impact on Financial Aid.

# THE SHRIVER CENTER

## GETTING STARTED WITH A RESUME

---

**STEP ONE** Gather and create a list of all Work/Volunteer Experiences, Relevant Coursework, Projects, and Organizations in which you spend your time.

---

**STEP TWO** Identify important skills, achievements, and interests that you want to highlight on your resume.

---

**STEP THREE** Develop descriptive phrases for your experiences. Qualify and quantify what you accomplished on a daily basis. If you completed relevant coursework and projects, consider developing statements for those as well. Start these phrases with strong action verbs. A comprehensive list of action verbs can be found in the [Professional Practice Guide](#).

---

**STEP FOUR** Put your resume into an organized format. Various formats and resume headings can be found in our [Professional Practice Guide](#) along with academic area samples.

---

**STEP FIVE** Upload your resume to UMBCworks for review.

---

- DO**
- Focus on results and accomplishments
  - Keep a consistent format
  - Tailor your resume for specific positions
  - Create strong, action oriented statements about your work
  - Qualify and quantify your experiences whenever possible
  - Highlight specific accomplishments rather than expand on every detail
  - Expand on professional, volunteer, research, and classroom experience to show transferable skills
  - Proofread your work

- DON'T**
- Use templates and tables included in software
  - Include routine, general office duties (making copies/answering the phones)
  - Utilize long objective statements that are generic in nature
  - Submit references on the same page as your resume

**For additional Resume Assistance and Samples, download our Professional Practice Guide at:** <http://shrivercenter.umbc.edu/students/internco-opresearch/forms/>

*Resources on this page adapted from:*  
[Cal Berkley Resume and Cover Letter Guide](#)

# THE SHRIVER CENTER

## **POLICIES OF PROFESSIONAL CONDUCT FOR STUDENTS**

The Career Services Center and Shriver Center have developed the following list of policies and recommended practices/principles of professional conduct for students. Failure to abide by the following policies may result in consequences as described below. If you have questions or concerns about these practices, please discuss them with one of our staff members.

---

### **RESUME SUBMISSION**

- Provide accurate information on your qualifications, experiences, and interests.
- Review the requirements of each job/intern posting before applying to ensure you meet the requirements and have a genuine interest in the opportunity.
- Do not round up your GPA.

### **CANCELLING APPOINTMENT NO-SHOW POLICY**

Any student who accumulates two (2) no-shows within a single semester will have their appointment privileges suspended for the remainder of the semester (excluding walk-in advising, workshops, online resources etc.) Students are required to meet with the Director (or designee) before being allowed to schedule future appointments. A no-show is declared when 15 minutes have elapsed past the start time of the scheduled appointment. Any student who contacts us less than 24 hours in advance to the scheduled start time to either cancel or change the appointment will accumulate a "no-show." Late arrival requests from students will be allowed per the scheduled counselor's discretion.

### **INTERVIEW PREPARATION/OFFERS**

- Acknowledge invitations for interviews promptly, whether you accept or reject them. Accept invitations only when seriously considering the position.
- Dress in a professional manner and be sure to prepare for each accepted interview offer.
- Interview preparation includes being able to identify and articulate your strengths as they relate to the employer with whom you are interviewing. This requires researching both the organization and position to which you are applying.
- Interview No-Shows Are Not Acceptable! Please keep all interview appointments. If for any reason you are unable to keep the interview appointment, cancel at least 24 hours in advance by calling the office where the interview is being hosted. Missed interviews reflect poorly on you and UMBC and may keep your peers from having access to that timeslot. In the event of a cancellation, proper notice must be given to avoid from being "blocked" from using UMBCworks.

### **JOB INTERNSHIP/OFFERS**

- Discuss offers with employers to verify terms and reach mutually acceptable response deadlines.
- Notify employers that you are accepting or rejecting an offer as soon as possible and no later than the arranged date, so the employer can notify other candidates that the position has been filled or that they are still being considered. Respond to every offer, whether you accept or reject it.
- Request extensions from employers if you need more time to consider offers.
- Once you have accepted an offer:
  - Honor your acceptance of the offer as a contractual agreement with the employer. Do not continue to interview after accepting an offer or renege on an accepted offer. This is unprofessional and could irreparably harm UMBC's reputation with the employer, and jeopardize your professional reputation.
  - If applicable, immediately notify other employers with whom you have offers pending.
  - If this is an internship, share your good news with the Shriver Center. Positions obtained through the Shriver Center are accompanied by a mandatory intern/co-op/research transcript notation (PRAC) and are eligible for upper-level credits for most majors.
  - If this is a full-time position, share your good news with the Career Services Center by completing the UMBC Graduating Student Report at cap and gown pick-up, responding to the survey invitation email or by sending an email to your career specialist or the recruiting coordinator.

### **CONSEQUENCES**

Failure to comply with any of these terms may result in your UMBCworks account being blocked and/or referral to Student Judicial Programs.

# THE SHRIVER CENTER

## INTERNSHIPS AND CO-OPS FOR INTERNATIONAL STUDENTS: *A Special Guide for F-1 Students*

---

The Shriver Center is pleased to work with the International Education Services Office to provide Internship, Research and Co-op opportunities for students attending UMBC with F-1 Visas. For all UMBC students with **F-1 Visas**. Internships, Research and Co-ops must fulfill the requirements for Curricular Practical Training as established by the United States Immigration and Naturalization Service.

### REMEMBER:

Specific questions about **Curricular or Optional Practical Training (CPT or OPT)** should be directed to the UMBC International Education Service Office: (410) 455-2624. The Shriver Center cannot guarantee that every off-campus work experience is eligible for CPT or OPT. If you obtain an Internship/Co-op on your own, without the assistance of The Shriver Center, we can still help you obtain CPT work authorization.

Please review the full guidelines for CPT here: <http://www.umbc.edu/ies/services/employment.html>

---

### **DO NOT BEGIN ANY INTERNSHIP/CO-OP WITHOUT THE APPROPRIATE I-20 AUTHORIZATION**

To ensure that you obtain the appropriate I-20 Authorization, The Shriver Center strongly suggests that you closely follow the steps listed below:

- 1) To begin your search for an internship, you can utilize the services of The Shriver Center. Call (301) 738-6076 to schedule your appointment at the Shady Grove campus.
- 2) Obtain an internship/job offer letter from the employer. CPT cannot be authorized without an offer letter. The letter must be on company letterhead and must contain the following information:
  - Name and address of the company.
  - Specific start and end date that you will be doing your internship.
  - Job title and brief job description of your required job duties.
  - Number of hours per week you will be required to work.
  - Name and contact information of your supervisor.
- 3) Call The Shriver Center to make an appointment to start the CPT process. Take your CPT application and your offer letter to the UMBC Shriver Center to meet with a staff member. They can help you plan how you will enroll in the required academic credit or PRAC notation for that internship. They will sign the CPT application form.  
  
Contact Information: Email [regimbal@umbc.edu](mailto:regimbal@umbc.edu) or call (301) 738-6157 to schedule your appointment at the Shady Grove campus.
- 4) Meet with your academic adviser to confirm that they support you doing the work experience and approve of the course or PRAC notation you have selected with the Shriver Center. Your adviser then also needs to complete and sign the CPT application.
- 5) Make an appointment with an international student advisor in the IES office and bring the completed CPT application form and job offer letter. Apply early and allow up to two (2) weeks for the application to be processed. Email [ies@umbc.edu](mailto:ies@umbc.edu) or call (410) 455-2624 for an appointment.

**Your CPT must be approved before you can begin working in your internship!**

You may access the entire **Curricular or Optional Practical Training** form here:  
[http://www.umbc.edu/ies/services/forms/Curricular\\_Practical\\_Training\\_App.pdf](http://www.umbc.edu/ies/services/forms/Curricular_Practical_Training_App.pdf)