



## 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 one LOG 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 two SCHEDULE 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](mailto: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 [UMBCworks](#).

### **step three APPLY TO INTERN and CO-OP POSITIONS**

After your resume is approved and released, view the online internship and co-op postings in [UMBCworks](#) within JOBS and select [UMBCworks](#). 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 four PLACEMENT**

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 be considered for aid eligibility. Please contact the Office 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

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

**[www.shrivercenter.org](http://www.shrivercenter.org)  
(410) 455-2493  
fax (410) 455-1074**





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## SAMPLE REFERENCES:

	NAME	
<b>Current Address</b>		<b>Permanent Address</b>
<b>Phone #</b>		<b>Phone #</b>
<b>Email address</b>		

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## REFERENCES:

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*Professor, Visual and Performing Arts*  
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University of Maryland, Baltimore County  
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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*