

# 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 1<sup>st</sup> 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 ( $\leq 35$  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](mailto:finaid@umbc.edu) to discuss the potential impact on financial aid

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