On & Off Campus Internship Resources for Your Terp

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Goals for Today

- Define an “internship”

- Discuss on-campus and off-campus resources available to UMD students seeking internships in non-profit, government, and corporate sectors

- Explore ways students can effectively connect with UMD alumni working in their intended career field

- Provide quick tips on how you can help your student prepare to make a positive first impression with internship employers on resumes and during interviews
Take a Guess...

What percentage of August 2015, December 2015 & May 2016 graduates participated in an internship while at the University of Maryland?

80%

-UMD May 2016 Graduation Survey

Three years prior...

67% of August 2012, December 2012 & May 2014 graduates reported completing an internship.
Within the **80%** of students that reported having at least one internship, the majority completed **two or more** internships.
What is an Internship?

- Can be a semester, summer, or even year-long program.

- Internships consist of educationally enriching projects with **learning objectives, mentoring, evaluation, quality training and supervision**.

- The majority of job assignments should be related to the student’s major or career interests. A minimal amount of an intern’s assignments should include clerical work.
The Difference Between an Internship & a Part-time Job

If a student is learning about marketing from the Marketing Director, it is an internship.

If a student is doing the marketing for the organization, it is a part-time job.
Getting Started with the Search

Questions you should ask your student to consider for themselves:

“What type(s) of career field(s) are you interested in?”
Getting Started with the Search

Questions you should ask your student to consider for themselves:

“Where (geographically) and when do you want to do your internship?”
Getting Started with the Search

Students Should Engage with Us Early.
Career Services On Campus

Program Directors from the University Career Center & The President’s Promise are embedded in the following Colleges:

- Agriculture & Natural Resources
- Arts & Humanities
- Behavioral & Social Sciences
- Computer, Mathematical & Natural Sciences
- Public Health
- The Graduate School (Ph.D. students)

Business & Engineering students have separate career centers in their colleges. Those students have access to both their own career centers and the University Career Center.
SPRING CAREER & INTERNSHIP FAIR

Wednesday-Friday, February 21, 22 & 23
12 p.m.–5 p.m.
Adele H. Stamp Student Union

go.umd.edu/fairseries

*Specific accommodations should be requested at least two weeks prior to the event by contacting the University Career Center & The President’s Promise at ucc-studenthelp@umd.edu
Other Networking Opportunities

Smaller, Boutique Fairs This Semester (go.umd.edu/fairseries)

- Maryland Metropolitan Education Expo
- Architecture, Planning, Preservation and Real Estate Development
- Geographical Sciences
- Health Professions

Meet-Ups

- Non-Profit
- Sports Industry
- On-Campus Jobs
- Just In Time

Careers In.... panels

- Conservation
- Social Justice & Advocacy
- Earth & Environmental Science
- Writing, Digital Media, Publishing
- Diplomacy
- Healthcare

Careers.umd.edu/events-calendar
ACADEMIC CAREER COURSES

**PSYC123:**
The Psychology of Getting Hired
One-credit, online course that looks at what's behind the hiring process, applies psychological principles and strategies for employment success.

**EDCP108i:**
Academic Transitions to Internships
One-credit, online course designed to provide students with the full experience of searching for an internship.

**COMM488i:**
Strategic Interviewing for the Career You Want
One-credit, online course introducing communication skills for job interviewing.
All internships and clinical activities (in hospitals or with individual mentors) are expected to be embarked upon with professionalism. This includes showing up on time and professionally dressed, or giving notice if illness prevents you from attending your shift. It also includes fulfilling the commitments you make. If the position offers significant training and requires an investment of time and money in setting up your experience, you may be required to commit for a minimum time period. Entering into commitments you cannot keep shows a lack of professionalism. If these experiences are ones that have been negotiated by HPAO, such as those in the clinical shadowing binder and the Prince George’s Hospital Center, HPAO may be alerted when there is a lapse in professionalism.
On-Campus Internship Programs

Federal & Global Fellows

On-Campus Offices/Departments with Internships

- Office of Sustainability
- Office of Community Engagement
- University Relations
- START
- ....many more!

Internships Abroad through Education Abroad

- Study Abroad Programs with Internship Component
- Maryland Social Entrepreneur Corps (Ecuador, Guatemala)
- Global Entrepreneurship Semester (South Korea, Israel, Sweden)
Resources Through Colleges

- AGNR: agnr.umd.edu/careers/career-development
- ARHU: arhu.umd.edu/careers
- BMGT: HireSmith & career services
- BSOS: bsosundergrad.blogspot.com ("Departmental Blogs") & bsosundergrad.umd.edu/your-career/explore-careers
- CMNS: cmns.umd.edu/undergraduate/research-internships
- ENGR: Careers4Engineers & career services
- SPHL: sph.umd.edu/content/internships (database)
Research Internships Online

- **All**: Indeed.com and industry-specific resources
- **Non-Profit**: Idealist.org
- **Federal Government**: USAjobs.gov
  - GoGovernment.org for career exploration
Conduct Own Research & Connect

- Research the industry
  - Learn hiring timelines for internships
  - Learn companies/organizations in that geographic region

- Target specific organizations
  - Their website, LinkedIn contacts, Terrapins Connect platform
Terrapins Connect: terrapinsconnect.umd.edu
Talk to Family & Friends
In the Meantime: Quick Tips for Your Student to Make an Effective Resume

- **Relevancy**: The resume should be *tailored* to the internship job description.

- **Achievements**: Do not just list off daily tasks. Express accomplishments/achievements as a result of your work.

- **Measures**: #, $, % to show scope.

- **Impactful language**: Strong action verbs; detailed, but concise bullet points, use industry-specific language when appropriate.
Resume Critiques & Other Quick Questions

In the University Career Center & The President’s Promise:

- Drop-In Monday-Friday; 11am-3:30pm
- Resumes, Cover Letters, Careers4Terps, Internship/Job Search Basics & Interviewing Basics
Quick Tips for Your Student to Conduct an Effective Interview

- Research the Employer!

- Help your Terp brainstorm their *power stories*.

- Practice virtually through InterviewStream or schedule a mock interview with a career advisor.
Final Recommendations

- Encourage your student to start looking and meeting with us early!
- Encourage your student to explore a **variety** of avenues to search for an internship.
- Encourage your student to get resume and cover letter feedback.
- Practice talking out loud about previous experiences with your student.
- Remind your student; don’t stop searching until an internship is confirmed. And then celebrate their success!
Preparing your Terp for the Smith School of Business transfer application

Tuesday, March 6, 2018
12:05 p.m. EST
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