

## **INTERNSHIPS, COOPERATIVE EDUCATION, and RESEARCH – Shady Grove Campus**

We have companies looking for you whether you want to start locally or across the globe!

Positions are now posted on UMBCworks and the USG Career Connector.

### **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.
- 2) Click ADD NEW.
- 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 301-738-6338 or stop by our office, which is located on the first floor of the Camille Kendall Academic Center.

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 the correct resume to send. We 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 your Placement appointment, your Coordinator will discuss available CREDIT options, and enroll you in the zero-credit pass/fail Internship/Co-op/Research Practicum. Please plan to bring written verification of your placement from your employer with you to this appointment. 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 UMBC 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 per week) or \$70.00 for full-time (35 hours or more 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.

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

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We are 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. Your internship coordinator 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 UMBC or Shady Grove staff, 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>

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

To ensure that you obtain the appropriate I-20 Authorization, please closely follow the steps listed below:

1. To begin your search for an internship, you can utilize the career services of UMBC and Shady Grove. Call 310-738-6338 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. Schedule an appointment to start the CPT process. Take your CPT application and your offer letter to the USG Division of Student and Academic Services to meet with a staff member. They can help you enroll in the required academic credit or PRAC notation for your internship. Your coordinator will sign the CPT application form.

Contact Information: [usgcareerservices@umd.edu](mailto:usgcareerservices@umd.edu) or call 301-738-6338 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. 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)