

Internship Guide



UNIVERSITY OF
BALTIMORE

Career and Internship
Center

DEFINING AN INTERNSHIP

The National Association of Colleges and Employers define an internship as a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. In summary, an internship is designed to put what you have learned in the classroom to the test professionally. There are a lot of factors to consider when creating an internship as well as finding an internship; both sides of which are good to understand when conducting your search.

INTERNSHIP FACTS AND FIVE KEY COMPONENTS

The different types of internships:

Paid	A dollar amount per hour or a fixed salary amount
Unpaid	Working a fixed schedule for no monetary compensation; often times referred to as volunteer work
Stipend	A fixed regular sum as a salary or allowance
For-Credit	Receiving academic credit as compensation for experience gained
Combinations	Any of the above options can be paired together; Ex: Paid & For-Credit

Through an internship, students gain:

Hands-On
Experience

Networking
Skills

Resume
Building

Future
References

Career Pursuit
or Elimination

- **Hands-On Experience.** Internships are designed to take what you are learning in the classroom and apply it in the world of work. Hands-on experience is what future employers are looking for on your resume and during your interview. Being able to say you accomplished objectives and completed projects for a company carries a lot of weight.
- **Networking Opportunities.** Anywhere you go you could meet a future coworker, or even boss. When interning this idea is even more important as you might be hoping to be converted to a part/full-time employee. Making a positive and impactful first impression could open huge doors in the future. Carry a business card, perfect your professional pitch, and work on a solid handshake. You never know what could happen.
- **Resume Building.** Most students are looking to find internships to build their resumes because they might not have relevant experience in the field they are hoping to enter. Anything and everything you do during your internship is worth putting on your resume. These are the experiences that will build and round out your resume to attract future employers.
- **Professional References.** Networking is just the start when meeting people at your internship. Your first impression is your foot in the door. From there, it is important to continue professional relationships in hopes to be able to use these individuals as professional references. These references will be able to speak to your work ethic and abilities to future employers.
- **Pursuit or Elimination.** Whether it was your dream internship or just another job, something can be taken away from your experience. You can discern whether this is the field you wish to fully pursue, there might be an alternate route within this field, or maybe this field just is not it. Regardless, your experiences help shape and mold your career path.

INTERNSHIP RESOURCES

Internships can be found in a number of ways. Websites are the most direct way of searching. Try the following search engines to find your next opportunity! Be sure to have a variety of keywords pertaining to your industry when searching. Different search terms can yield different results.

GETTING STARTED

Questions to Ask Yourself

- What responsibilities am I looking for in my internship?
- What field do I want my internship to be in?
- Where can I travel for my internship? – How far am I willing to travel? Can I travel?
- Am I hoping to obtain academic credit from this internship?
- Do I need this internship to be paid or can I take it unpaid?
- What does my daily schedule look like this semester? – How many hours a week can I afford to devote to this internship?
- When am I hoping to obtain this internship? – Projected start date?

INTERNSHIP SEARCH TOOLS



UBworks

University of Baltimore's online database to assist you in finding opportunities that match your interests.



LinkedIn

The world's largest professional network with more than 610 million users in more than 200 countries and territories worldwide.



Baltimore Business Journal: Book of Lists

Baltimore Business Journal Book of Lists provides you with listings of hundreds of the hottest area companies in their fields, by ranking. You'll also receive the names of key decision makers, along with their titles and complete contact information.



Chegg Internships

Chegg Internships brings students and employers together in one centralized location, providing tools and services for students to develop the real-world skills they will need upon graduation and for employers to find the best candidates.



Vault

Through Vault Career Intelligence you can research a company or industry, prepare for an interview, or try to find a job or internship.



Internships.com

Find internships and employment opportunities in the largest internship marketplace. Search paid internships and part-time jobs to help start your career.



Indeed

The #1 job site in the world with over 250 million unique visitors every month. Indeed strives to put job seekers first, giving them free access to search for jobs, post resumes, and research companies.



Glassdoor

Search millions of jobs and get the inside scoop on companies with employee reviews, personalized salary tools, and more.



Baltimore Collegetown Network

The Baltimore Collegetown Network brings 14 area colleges and universities together with government, business and community leaders to develop and market Baltimore as a vibrant place to live and learn.



O*Net Online

Your tool for career exploration and job analysis.

Networking Tips and Tools

- Reach Out to faculty
- Reach out to staff
- Reach out to Alumni Relations
- Follow University of Baltimore on LinkedIn—Search the Alumni Widget

INTERNSHIP FUNNEL

Have an idea of what you want to do with your career? Place the job title here. Not entirely sure? Place your Major here.

JOB TITLE/MAJOR

Place here either an experience or knowledge base you need to obtain, or a career field you are interested in.

EXPERIENCE AREA/AREA OF INTEREST

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During your search, start looking for those opportunities.

INTERNSHIP OPPORTUNITY

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INTERNSHIP OPPORTUNITIES

These are your follow-up items. Be sure to check them off as you move closer to applying.

☐ EMPLOYER RESEARCH

☐ LINKEDIN PROFILE/CONNECTIONS

☐ NETWORKING & PROFESSIONAL ASSOC.

☐ TAILORED RESUME & COVER LETTER

INTERNSHIP APPLICATIONS

It is extremely important to make sure you are paying attention and following who, what and when you apply for your internship opportunities. Tracking your internship allows you to follow-up on highly anticipated applications you might not have heard back from. Be sure to save, screenshot or document all information about the posting in order to track it accordingly.

Be sure to track your internships, using the Internship Tracking Sheet on the next page.

Tips

- Try and find a direct contact from the listing or website so you have an actual person to reach out to with any questions
- Try to locate the date the position was posted so you can gauge your applications accordingly—early applications often receive preference
- Try to look for closing dates on the position so you can gauge for follow-up accordingly—Two weeks after closing date

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EMPLOYER OUTREACH E-MAIL

Here is a guide on how to construct your outreach to employers via e-mail. When making your first touch point, e-mail is recommended so you can allow the employer time; time to react and consider you, an internship program, and everything a program entails. Also, you are able to attach your resume and allow your future employer to really read and consider you as a future candidate.

Subject: Something concise and to the point

Hello Insert Contact/Employer Name ,

Introduction – Name, Major, Institution/University, Current Academic Status – 3 to 5 sentences

Purpose – Reason for reaching out, Pose two questions

Does your company have an internship program? Would you be interested in hosting an intern?

Professional Pitch – Benefits of having an intern, what can YOU bring to the table, skills and abilities

Send Off – Thank you, Contact Information, Attach your resume

Tips for Employer Outreach

- Search for an alumni that works for the company you are interested in by utilizing LinkedIn
- Include your resume to bypass a few back-and-forth e-mail communications
- As with your resume, customize and tailor your “Professional Pitch” section per opportunity

SUCCESS AT THE INTERNSHIP

1

Ask Questions

Do not be afraid to ask questions. Everyone you work with is an invaluable resource.

2

Find a Mentor

Whether it is your supervisor or someone else at your internship site, find someone to really learn and study under.

3

Avoid Being Negative

Maintain a positive attitude on the job. You never know who will notice your energy.

4

Embrace Opportunities to Learn

There is no such thing as down-time. Ask and volunteer to help, even with things outside of your description.

5

Leave with Tangible Achievements

By the time you are done with your internship you should have projects, real world experience, to add to your resume.

6

Get as much Exposure as Possible

Be sure to introduce yourself to as many people as possible. Pass business cards around if you can.

7

Network and Build Your Connections

Be sure to communicate regularly and update those professional connections you meet during your internship.

8

Update your Resume to Reflect Experience

Be sure to add any and every relevant experience that occurred during the internship on your resume.

9

Leave a Lasting Impression

Make sure when you leave your internship, you set the standard for future interns. Your work ethic and accomplishments should be something desired.

10

Join a Professional Association

Take networking to the next level and join a professional association. Most professional associations throw networking events to meet other professionals in your field.

INTERNSHIP BY INDUSTRY

Below is a list of companies University of Baltimore students have interned with in the past. This could be a good place to start looking. Begin researching if these companies still have internship programs, and even consider reaching out to any alumni who have interned there or who are current employees.



ARTS AND SCIENCES

Career Community

CASA
Court Navigator Program
Complete Wellness
Cyberdeck Games
House of Ruth
Maryland Community Health
National Aquarium
Pro Bono Counseling Project
Profiles
United Way
The Arc Baltimore
Thrive Behavioral Health



BUSINESS

Career Community

Booz Allen Hamilton
CliftonLarsonAllen
Coppermine
Enterprise Holdings
Hertzbach
Premier Partnerships
Revere Bank
SB&Company
Stoy, Malone & Company
Tessco
Tysons Institute
Vehicles for Change



PUBLIC AFFAIRS

Career Community

Aspire Wellness
Baltimore Algebra Project
Black Girls Vote
Center for Urban Families
Community Action Network
CUPS Coffee House
Dawson Safe Haven Center
HOPE
MD Volunteer Law Services
Project Plase, Inc.
Sisters Circle, Inc.
Urban Alliance

TRANSPORTATION TO THE INTERNSHIP

Getting to and from an internship proves to be an obstacle and can be troubling for some students. There are different way of getting to and from an internship that can be efficient and cost effective.

Commuter Bus
Light Rail Link
Local Bus
Lyft
MARC Train

Metro Subway Link
Mobility Link
Uber
ZipCar

If you need any more assistance, please contact the Career and Internship Center or schedule an appointment with the Internship and Recruitment Coordinator on UBworks.

Career and Internship Center
Student Center, Room 306
410.837.5440
careercenter@ubalt.edu

