

The Shriver Center

Internship Conversion Packet

What is Internship Conversion?

UMBC students are not limited to the internships posted in the UMBCworks database. If a student obtains an internship on his or her own (i.e. not through the UMBCworks database), "Internship Conversion" is the process the student must follow to request that the internship be considered a university-sanctioned internship experience.

If approved for Internship Conversion, the student will have the opportunity to earn an academic transcript notation and may also be eligible to earn academic credit.

How do I apply for Internship Conversion?

1. Gather the following documentation from your internship placement site:
 - a. Position Description (must be complete and detailed)
 - b. Letter of Support (must include internship start and end dates, number of hours you will work per week, remuneration information, supervisor contact information, and the signature of your supervisor or a professional staff member who can verify your intern status)
 - c. Signed "Cooperative Education, Internship, and Research Programs Employer Agreement" (see pages two and three of this packet)

2. When you have the required documentation, contact 301-738-6338 or usgcareerservices@umd.edu to schedule an appointment at the USG campus.



UMBC
HONORS UNIVERSITY IN MARYLAND

Cooperative Education, Internship, and Research Program Employer Agreement

UMBC's Cooperative Education, Internship, and Research Program is based upon a three-way collaboration among the university, the student, and the employer. As an employer, we ask that you work with us to provide each student with a quality work experience by adhering to the following requirements:

Principles

The employer will:

- ❖ Ensure a high quality work experience that is related to the student's academic interest, enhances his/her classroom theory, and is a creditworthy experience (as approved by UMBC prior to placement).
- ❖ Ensure and support student enrollment in the UMBC Intern/Co-op/Research Practicum, which provides university recognition of the placement with a transcript notation, links the placement to upper-level credit, and ensures that the student has an educational experience.
- ❖ Select candidates referred by UMBC without regard to race, color, sex, religion, national origin, lawful political affiliation, physical handicap, marital status, or age.

Training and Supervision

The employer will:

- ❖ Provide the student with an orientation to organizational policies, procedures, and utilization of resources, as well as position specific training.
- ❖ Assign a supervisor with whom the student will work closely. This person will serve as a primary point of contact for the student and the UMBC Internship Coordinator.
- ❖ Provide a positive supervisory experience that encourages the academic, professional, and personal growth of the student. Ensure that no more than 25% of the student's duties are spent on administrative tasks.
- ❖ Provide consistent and appropriate feedback through informal and formal evaluations such as the mid-placement review and end of the semester review to the student throughout the placement. A copy of the evaluation should be returned to UMBC.

Collaboration with UMBC Internship Coordinators and Students

The employer will:

- ❖ Provide a description of the co-op/internship/research position, company literature, and employer agreement to UMBC so that students can research opportunities and adequately prepare for interviews.
- ❖ Notify UMBC in writing when internship/cooperative education/research offers are extended to students.
- ❖ Work collaboratively with the student and his/her Internship Coordinator to determine a work/school schedule that suits the needs of the employer and the academic requirements of the student.
- ❖ Work in conjunction with the student's Internship Coordinator throughout the student's placement. Please inform coordinators of any changes to work schedules, hiring needs, questions, or other matters that may arise.
- ❖ Notify UMBC prior to any adverse personnel actions.
- ❖ Support the student in completing his/her degree program while refraining from offers of employment outside of the construct of cooperative education/internship programs prior to the completion of his/her degree.
- ❖ Compensate students in a manner consistent with company/organization policy.
- ❖ Allow at least one site-visit by the Internship Coordinator, as needed.

UMBC Commitment

UMBC will:

- ❖ Designate an Internship Coordinator to work with the Employer/Sponsor.
- ❖ Inform eligible students of co-op/internship/research opportunities.
- ❖ Refer qualified candidates without regard to race, color, sex, religion, national origin, lawful political affiliation, physical handicap, marital status, or age.
- ❖ Assist in the establishment and maintenance of credit-worthy experiences, arrangement of interviews, etc.
- ❖ Provide the Employer/Sponsor with relevant information regarding the candidates, their academic progress, and any changes in status.

This agreement made by and between the Internship, Cooperative Education and Research Program at the University of Maryland, Baltimore County and

_____ (Employer/Sponsor)
applies in matters concerning placement of UMBC Cooperative Education/Internship/Research students with Employer/Sponsor.

The contracting representative of each party warrants that he or she has full power and authority to bind his or her organization to each and every provision of this agreement.

This agreement shall be governed by and construed under the laws of the State of Maryland.

In witness whereof the authorized representatives of the parties have executed this agreement to the dates indicated below.

EMPLOYER _____

Location _____

By _____
(Print Name)

Signature

Title _____

Date _____

Phone _____

THE UNIVERSITY OF MARYLAND,
BALTIMORE COUNTY

By _____
(Print Name)

Signature

Title _____

Date _____

Phone (410) 455-2216 _____