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Special points of interest:

- Available Internships
- Mount in Washington Internship Program Details
- Contact the Career Center

We can't wait for your return to campus!

Receiving Academic Credit for an Internship

Learning Agreement Deadline date for

Fall Credit Based Internships:

Tuesday, Sept. 1

What you need to do:

- 1. Begin Searching** for an internship that interests you. This can be done through sources on our website (www.msmary.edu/career), talking with faculty, or family and friends. *Note: Contact Alissa Hart through email (hart@msmary.edu) or phone 301-447-5202 to address any questions about this process.*
- 2. Apply for the internship.** If you need help creating a resume contact us. Once you have applied follow up with the organization and continue with their application process. Once you are offered the internship position you can start the Learning Agreement Process.
- 3. Select a Faculty Sponsor** (usually your Academic Advisor or a Faculty member in the department in which you plan to gain credit) to discuss the number of credits and method of evaluation. If not seeking credits, you do not need a Faculty Sponsor.
- 4. Complete the Learning Agreement (LA).** Paperwork can be found at: www.msmary.edu/career Click on **Internships** and then **How do I Apply for Academic Credit**. Click on **Learning Agreement**. This is a type-to document. **Type** out details and collect signatures from your Site Supervisor, Faculty Sponsor, Chair of the Department.
- 5. Submit completed form** to the Career Center, 2nd Floor McGowan. The Learning Agreement must be turned into the Career Center by the **Sept. 1** deadline date in order to be processed!

Please note that you must be at least a 2nd semester sophomore in order to receive credit. A GPA of 2.0 or higher is required and you may not be on disciplinary or academic probation to participate.

Internship Opportunities

To get you started on your search here are a few highlighted internship opportunities– more information on them can be found by registering on www.msmary.edu/career “College Central” and using the Job ID.

National Museum of Women in the Arts

Offers interns a chance to learn about women artists through docent training art history classes and field trips to other cultural venues in Washington, DC. We also provide interns with access to our Library and Research Center (LRC). The LRC houses one of the most extensive collections of materials about women artists in the world, providing a rare opportunity for primary research. **Job ID: 1705183**

Center for Social Change

Based in Howard County Maryland and provides residential services to children and adults with developmental disabilities. CSC currently has an internship opportunity available in the Accounting Department. 1) Completing accounts receivable functions – preparing invoices, collecting overdue balances, analyzing arranging reports, etc. 2) Completing accounts payable functions – reviewing invoices, processing checks, etc.3) Completing fixed asset functions – reviewing the fixed asset schedule, tagging fixed assets, ensuring items on fixed asset schedule are still in good working order 4) Maintaining filing system which includes scanning important documents to the archived files **Job ID: 1704685**

Wolf Trap Foundation for the Performing Arts

As America's only National Park for the Performing Arts, Wolf Trap plays a valuable leadership role in the local and national performing arts communities, presenting the finest in pop, country, folk, classical, opera, jazz and blues, dance, and musical theater at its two venues, the Filene Center and The Barns at Wolf Trap. Education programs at Wolf Trap enrich the lives of thousands of children and adults at the Center for Education at Wolf Trap, throughout the Washington, DC metropolitan area, and the world. **Job ID: 1711694**

Rowman & Littlefield Publishing Group

Looking for an intern to work in the Author Royalties department for a project requiring title research in various internal databases followed by data entry of title records. Opportunity is available immediately, and will last throughout the summer. **Job ID: 1691858**

Fastenal

The internship is designed to familiarize candidates with the operation of a Fastenal store and prepare them for a future in store management. It is a 12-week experience in one of our 2200 store locations. The intern will rotate through various store functions including inside and outside sales, distribution, marketing, merchandizing, procurement, and other support areas to get a broad view of the wholesale industrial industry, all while having an impact on the successful operation and management of a Fastenal store. **Job ID: 1711026**

TheCenter.com- Baltimore Collegetown Network

News Writing Intern, a daily news and politics online magazine, is looking for a news writing intern. This internship requires 10 hours a week over a 12-week period. Duties include writing on current events, writing opinions, and some promotional work. Candidates should have excellent writing skills, a reliable Internet connection, and a desire to report the news without any bias. This is a telecommuting position so communication skills are a must. **Job ID: 1714879**

DC101

As a Promotional intern, students will learn many aspects of the radio industry. Each student will spend time in the different departments at the station, gaining experience in marketing and how a radio station operates and how each department interacts, and will assist departments in research and demographic information, compiling proposals, filing, faxing and attending promotions which include (concerts, station events, and sales appearances). **Job ID 1714660**

Are you registered on College Central?

- Find an internship or job!
- Post your résumé for employers!
- Sign up for an on-campus recruiting interview!



→ To register go to
www.msmary.edu/career
 and click on College Central

Internship Opportunities (Cont'd)

National Journalism Center

This position is an excellent opportunity for people to gain valuable experience in marketing and recruiting. One intern will be hired for recruiting and marketing purposes for our internship program, and the other intern will work with Alumni Relations and marketing to NJC graduates. The National Journalism Center is a non-partisan, non-profit internships program in Washington, D.C. that places applicants in media internships, focusing on government and policy reporting. NJC offers 12-week paid internships three times a year in Washington, DC. **Job ID: 1689358**

Big Brothers Big Sisters of Frederick County

Spend an hour a week with elementary school students in Frederick County and provide tutoring/reading and mentoring support to children who need help. **Job ID: 1715877**

The Historical Society of Frederick County

The internship is designed to give students classroom and museum education experience for all stages of program development. Under the supervision of the Education Coordinator, this intern will be responsible for teaching local elementary and middle school students about the history of Frederick County both in the classroom and the museum. All HSFC internships are tailored to fit students' talents and interests. Qualified applicants will be education or history majors with a full year of coursework already behind them. **Job ID: 1717652**

Sol Yoga, LLC

Join Sol Yoga for a semester of yoga, business, marketing and community action. Duties will learn all aspects of business operations in the first several weeks, then will begin to take more responsibility for long range planning and brand development. Interns will receive a free 6 month membership and will be expected and invited to participate in yoga classes, special workshops and other community events during their internship. **Job ID: 1716284**

The Men's Health Network (MHN)

Seeking students for internship to promote health needs and the overall well being of men and their families. This is a great opportunity to be involved with national public policy issues either through direct advocacy or through research. With offices located on Capitol Hill in Washington, DC. MHN interns are afforded an opportunity to compile and analyze research on health, minority issues, child abuse, domestic violence, divorce, welfare, and other family issues. MHN also works to educate people on the health crisis facing today's men and the need for both men and women to know about male specific diseases and how male health problems affect the workplace, the economy, and family and other loved ones. **Job ID 1709407**

The Arc of Baltimore

Provides services for people of all ages who have developmental disabilities. Internships are available with community living, employment and day services, services for families and children including foster care and recreational activities. Also HR, development, business majors, case management, sociology, psychology and many others. **Job ID: 1695761**

Internship Opportunities from College Central that are On-Campus

Alumni Office

Web Management Internship- This is a great internship for a student who wants to gain experience in college administration particularly in the Alumni relations department. Projects will revolve around Web site management as well as special projects as assigned. Any major is encouraged to apply.

Alumni Records Internship- Alumni Records Internship- This intern will be working with the records of all of our Mount Alumni. The goal is to create a filing system and way to process the records that have been maintained. History majors or preferred but all are welcome to apply. **Job ID: 1724889**

Ticket Office

The following duties may vary depending on an individual student's major and/or interests. Duties could include: selling of tickets, answering phones to process ticket orders, filing, assisting and maintaining an organized order office, mailing, counting monies, assisting with accounting and making deposits. **Job ID: 1661297**

Athletics- Sports Marketing Intern

Assist with updating the Mount Athletics webpage Assist with ticket sales and other game-day operations Help create advertisement and other various designs (webpage, t-shirts, order forms, etc.) Responsible for carrying out all game-day promotions Other duties as required **Job ID: 1506804**

Residence Life/Women's Empowerment

This intern will assist the Women's Empowerment Program Advisor and the assigned Area Coordinator in the development and support of this brand new program on campus. The Women's Empowerment Program is an educational program that enhances the climate on campus for both women and men and advances the full and active participation of women and men while promoting community conversations about the role of women in society, the church and the world. **Job ID: 1720827**

Career Center- Journalism Intern

The Career Center is looking for an intern to assist with creating career development articles for The Echo and writing newsletters and website text. Some marketing duties may be required. **Job ID: 1669285**

Admissions

The Admissions Intern should be a student who has shown a devotion to Mount St. Mary's University and has proven his/her advanced knowledge and enthusiasm for the University. The Admissions Intern must be a responsible individual who possesses both strong communication skills and an outgoing/friendly personality **Job ID: 1663960**

Office of Student Affairs

The intern in Residence Life will have the opportunity to assist in the critical role of supporting the services offered to residential students on campus. This intern experience will be tailored to fit the education and career goals of the respective intern. Specific opportunities may include: project support/coordination, creating advertising and informational products, web-site development, desktop publishing, research, compilation and analysis of data reports, assessing student surveys and learning outcome research, and comparing Residence Life's practices with best practices at other institutions. **Job ID 1702022**

What's ahead for the Fall from the Career Center...

<u>SEPTEMBER</u>	
Tues, Sept 1	Fall Internship Paperwork Due
Thurs, Sept 3	Hood College Community Service Volunteer & Intern Fair 11:30 am - 1:30 pm Hood College
Fri, Sept 4	Career Center Welcome Back 2:00 pm - 4:00 pm
Mon, Sept 7	Accounting Start Up O'Hara Room 3:00 pm - 4:00 pm
Tues, Sept 8	Accounting Start Up Career Center Conference Room 3:30 pm - 4:15 pm
Thurs, Sept 10	Accounting Evening ARCC Concourse 3:00 pm - 5:00 pm
Wed, Sept 23	Peace Corps Information Session O'Hara Room 4:00 pm - 6:00 pm Montgomery County Police Department Recruiting Table Patriot Hall 11:00 am - 2:00 pm
Thurs. Sept. 24	Graduate School Symposium Loyola College
<u>OCTOBER</u>	
Thurs, Oct 1	2010 U.S. Census Bureau Recruiting Table Patriot Hall
Wed, Oct 7	Foreign Service Information Session O'Hara Room 4:00 pm - 6:00 pm
Mon, Oct 12- Sun, Oct 18	FALL BREAK!
Wed, Oct 21	Etiquette Dinner– Look for sign up Info Seminary Dining Room 4:30 pm - 7:00 pm
Wed, Oct 28	Internship Information Session Career Center Conference Room 3:30 pm
<u>NOVEMBER</u>	Government Month
Sat, Nov 7	Graduate School Practice Testing <i>Princeton Review will be on campus to administer MCAT, LSAT, GRE, and GMAT practice tests.</i>
Wed, Nov 11	Graduate School Testing Strategy Session <i>Princeton Review will be on campus to discuss test scores and test-taking strategies.</i>
Thurs, Nov 12	CVC Teacher Fair Gettysburg College
Tues, Nov 17	Social Security Administration Information Session Gelles Conference Room 3:30 pm - 5:00 pm
Wed, Nov 18	FBI Information Session O'Hara Room 4:30 pm - 6:30 pm
Wed, Nov 25- Sun, Nov 29	THANKSGIVING BREAK
<u>DECEMBER</u>	
Wed, Dec 2	Internship Information Session Career Center Conference Room 3:30 pm
Mon, Dec 7- Fri, Dec 18	Procrastination Weeks Call 301-447-5202 to make an appointment with a career counselor.
Sat, Dec 19- Sun Jan 17	WINTER BREAK

New events and updates can be found by visiting www.msmary.edu/career Calendar of Events!

Want to spend a semester in Washington, DC?

The Mount in Washington Internship Program is open to **all current Juniors and Seniors** from **EVERY major!**

The cost is the same as a semester at the Mount!

Choose from 2 programs—The Washington Center or the Washington Internship Institute.

Check out our website for more information and make an appointment.

[www.msmary.edu/career under Internships](http://www.msmary.edu/career_under_Internships)



Contact the Career Center for more information, but act now!

The deadline is **FAST APPROACHING!**



Let us help you prepare for the future!

Contact the Career Center to set up an appointment!

Contact Information



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Career Action Plan (CAP)

The Career Action Plan is a four-year integrated program that enables students to track their academic, career planning, and extracurricular activities throughout their college years. If used as intended, students will have a comprehensive portfolio of experiences to support their job or graduate school search. The CAP is available on the Career Center's homepage under "Career Exploration".

Focus II

This computerized career information system offers assistance in all major aspects of career planning and self-assessment. Can be found under Career Exploration on website.

Career Counseling

Students may make an appointment to see a counselor for individual assistance with career planning and decision making. Career interest and personality assessments are available to increase knowledge and self-understanding about the world of work.

Resume Critiques

Let the staff collaborate with you on a resume that highlights your strengths and accomplishments. Students who wish to interview on campus must have their resume reviewed prior to registering for interviews.

Mock Interview Program

Students can practice and evaluate their skills with a one-on-one videotaped interview. Interviews are conducted by a staff member or guest alumnus.

Check out our website!
www.msmary.edu/career