

Internship Bulletin

May-June 2011

Reflections From a Spring Intern

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For the entirety of the spring semester, I held a marketing and journalism internship with the Career Center on campus. I am a senior who is majoring in Business with a concentration in Marketing, so this internship was good work experience to add to my major. I mainly focused on the journalism side of my internship, and wrote weekly career related articles for the paper on campus, The Mountain Echo.

Writing for the paper was something that I never saw myself doing, but it ended up being a great learning experience. I was able to choose the topics that I wanted to write about each week. One of my goals for my section of the paper entitled "The Career Corner," was to incorporate real life experiences from students, alumni, and faculty. To reach this goal, I made sure to interview people and included their advice and experiences into my articles wherever it fit. The journalistic side of my internship helped me to learn a lot about the topics I was writing about through research and talking to other people.

Other tasks that I did while at my internship were to create marketing materials for upcoming Career Center events, and to help plan the Etiquette Dinner with members from the SIFE team on campus.

The Career Center had companies and organizations constantly coming to Mount St. Mary's for recruiting and information session events. For some of these events, I created flyers that could be sent out through email and hung up around school. When creating those flyers, I had to make sure that they were clear and coherent for the readers. Making flyers was at times challenging for me, because I had to find a way to make them simple yet still engaging and exciting.

The Etiquette Dinner was my favorite event that I was able to help plan and attend. I was in charge of coordinating with the Mount's SIFE team to create flyers, invitations, and place settings for the event. This was one of the only times I was able to work on a team for an event, so it was really exciting to bounce ideas off other people. The Etiquette Dinner consisted of a seven course meal, and had a very knowledgeable speaker who taught the attendees the do's and don'ts of etiquette. It was a really great event for me to help plan and even attend as a graduating senior because it helped prepare me for any future formal dining situations.

Overall my internship was a great experience and through working on the tasks that I was assigned, I was able to learn and grow as a person.

-Courtney Garwood

Class of 2011

Career Center Intern Spring 2011



Log onto College Central Network by visiting the Career Center at www.msmary.edu/career and clicking on the College Central icon on the right side bar. Your access ID is: your 6 digit student number (unless you have logged on before) and your password is: mount

Internship Listings (Found on College Central)

To view all opportunities, click on Internships under Job Type and click Begin Search

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| <p>I-FUND is seeking a: Fundraising Intern Job ID: 2246885</p> | <p>Baltimore City Mayoral Fellowship is seeking a: Mayoral Fellow Job ID: 2151648</p> | <p>Baltimore Magazine is seeking a: Social Media Specialist Intern Job ID: 2162554</p> | <p>American Cancer Society is seeking a: Field Operations Intern Job ID: 2173122</p> |
| <p>Accokeek Foundation is seeking a: Museum Theater Intern Job ID: 2189103</p> | <p>Big Brothers Big Sisters is seeking a: Web Design Intern Job ID: 2240124</p> | <p>Airborne Law Enforcement Association is seeking an: Event Coordinator Intern Job ID: 2177816</p> | <p>Baltimore Symphony Orchestra is seeking: Development and Marketing Interns Job ID: 2098236, 2189097</p> |
| <p>Advocates for Children and Youth is seeking an: Education Researcher Job ID: 2158466</p> | <p>Baltimore County Government is seeking a: Conference and Tourism Intern Job ID: 1975283</p> | <p>Community Support Program is seeking a: Program Assistant Job ID: 1975365</p> | <p>DC101/BIG 100.3 is seeking a: Promotions Intern Job ID: 2012577</p> |
| <p>Baltimore Orioles Baseball is seeking: Ballpark Operations, Productions, Community Relations, Outreach and Development, and Advertising and Marketing Interns Job ID: 2166653, 2166664, 2166670, 2166684, 2166690</p> | <p>Citizens Planning & Housing Association is seeking: Community Leadership, Public Relations, Community Engagement, Foreclosure Prevention Outreach, Nonprofit Management and other various Interns Job ID: 2168196, 2168201, 2168206, 2168210, 2168214</p> | <p>C & O Canal is seeking: IT/Business, Education, Web Design, Environmental Clerical, Safety, Management, and other various Interns Job ID: 2080722, 2080730, 2080739, 2080798, 2080805, 2080813</p> | <p>Harpers Ferry National Historical Park is seeking: Living History, Education, Fire/Safety/Health, Visitor Services, Natural Resources, Curational Services, and Volunteer Project Management Interns. Job ID: 2161651, 2161655, 2161676, 2161685, 2161692, 2161698, 2161714</p> |

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| <p>Emergent BioSolutions is seeking a: Business Development Intern Job ID: 2224389</p> | <p>Frederick County Government is seeking an: Internal Audit Intern Job ID: 2189363</p> | <p>Harrisburg Stampede is seeking a: Marketing/Sports Management Intern Job ID: 2067015</p> | <p>Historical Society of Baltimore County is seeking: Museum Collections and Farm Museum Interns Job ID: 2209739, 2161710</p> |
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| <p>Lutheran Social Services is seeking: Employment Services and Employment Management Interns Job ID: 2133113, 2133133</p> | <p>Maryland Life is seeking: Digital Media and Editorial Interns Job ID: 2098790, 2098797</p> | <p>Nassau Broadcasting/Key 103 is seeking: Various Interns Job ID: 2136536</p> | <p>National Journalism Center is seeking: Press/Media Interns Job ID: 2239887</p> |
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| <p>SAIC is seeking a: Computer Science Intern Job ID: 2050572</p> | <p>SmartCEO Magazine is seeking a: Publishing Intern Job ID: 1944182</p> | <p>St. Timothy Roman Catholic Church is seeking a: Youth Ministry Intern Job ID: 2160051</p> | <p>Space Telescope Science Institute is seeking an: Intern Job ID: 2125445</p> |
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| <p>State of Maryland Office of the Public Defender is seeking: Legal, Investigator, and Social/Behavioral Science Interns Job ID: 2240639, 2240641, 2240644</p> | <p>Target is seeking an: Executive Intern Job ID: 2060143</p> | <p>The Maryland Zoo is seeking: Education Instructor, Events & Community Relations, and Animal Keeper Interns Job ID: 2133119, 2133122, 2175710</p> | <p>U.S. Fish and Wildlife Service is seeking a: Biological Intern Job ID: 2067837</p> |
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Fall On Campus Internship Opportunities

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| <p>MSM Admissions is seeking an: Admissions Intern Job ID: 2240271</p> | <p>MSM Alumni Office is seeking a: Web Management and Alumni Records Intern Job ID: 1993539</p> | <p>MSM Career Center is seeking: Journalism and Marketing/Public Relations Interns Job ID: 1992365, 2105721</p> | <p>MSM Communications Office in Frederick, MD is seeking a: Communications Intern Job ID: 2086105</p> |
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How to get a Summer Internship for Credit

1 After you have secured an internship, select a faculty sponsor. This is usually your advisor or a faculty member of the department in which you plan to gain credit. Discuss the number of credits and method of evaluation. If you are not seeking credits, you do not need a faculty sponsor.

2 Fill out the Learning Agreement (LA). This paperwork can be found at www.msmary.edu/career. Click on *Internships*, then *How do I apply for academic credit?* Then click on *Learning Agreement (LA)*. Type out the details of the internship and collect signatures from the site supervisor, faculty sponsor, chair of the department, and yourself.

3 Submit your **completed** Learning Agreement to the Career Center on the second floor of the McGowan Center. **Students must also complete a Summer School Registration form and payment to the Accounting and Finance Office.** (The Form can be found by visiting www.msmary.edu/summer).

4 Contact **Kristin Impala** to address any questions about this process.

Email: impala@msmary.edu

Phone: 301-447-5202

Deadline for Summer Internships:

2 weeks before your start date

Absolute Deadline is Tuesday July 5th 2011

Mount St. Mary's University Career Center

The Career Center, a function of student and academic affairs, works to inspire, educate and motivate students and alumni to take an active role in their career development and in discerning their vocation by providing them with necessary guidance and support, programs and services.

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Looking for Employment?

Check out the

CVC Virtual Job Fair

June 15-August 15



View the list of employers, job listings, and submit your resume to www.collegecentral.com/cumberland

We can help with:

- Jobs and Internships
 - Major and Career Choice
 - Resume and Cover Letter Assistance
 - Mock Interviews
 - Grad School Info
 - Networking
- And much more!



Have a safe and fun-filled summer!