Find an Internship Assignment
Target Audience: All students
Out of class time: 2-3 hours

Learning Objective:
Students will conduct an internship search and prepare application materials as if he/she were actually applying for a position. Students will practice developing a cover letter and become familiar with internship search strategies. Students will also examine how their classroom learning can be articulated as workplace skills.

Assignment ideas
This makes a great end of the semester assessment because it tests many career development readiness skills. Direct students to identify a real internship opportunity advertised on an employer’s website, Careers4Terps, or any other job board/aggregate search engine. Additional requirements could include…
- prepare a customized resume and cover letter for the position.
- write a one-page essay on why the position is of interest and evidence of why the student is qualified.
- write a one-page essay on ways the student could get in touch with the employer to learn more.
- conduct an informational interview with a current or former employee at the organization and write a summary of what the student learned through the informational interview.

Student Introduction
Twenty percent of 2014 BSOS graduates reported finding their post-graduation job through a previous internship. This assignment will allow you to prepare materials to use in your next search (i.e. resume and cover letter).

1. Include the description of an internship with a real company/organization.
   - Identify an internship opportunity of interest. Copy and paste the internship description on your first page, and list the positions’ description URL.
   - Use one of the many internship resources provided by the University Career Center & The President’s Promise. Log on to www.Careers.umd.edu and search the over 2,000 internship postings in Careers4Terps, as well as, review additional resources located on the University Career Center’s website.

OR

Find an actual company/organization that you would like to work for. This must be a real organization. Create your own internship opportunity with this company/organization. (Organizations can be identified by using the Careers4Terps “Employer Search” or you can use any other resource to identify a company of interest).
   - Write a paragraph describing the (ideal) internship with the company /organization of interest.

2. Craft a cover letter addressed to the internship supervisor. It should describe why you are interested in the internship and why he/she should choose you to fill the internship. It should be at least two paragraphs but no more than one page and adhere to the University Career Center Terp Guide’s guidelines on page 22.

Evaluation options
Elms/CANVAS: upload cover letters and the pasted internship announcement. The Instructor could review all submissions by spot checking or an in-depth review of each and offer feedback.
In-class: small group presentations on student findings and group review of cover letters.