



St. Mary's College of Maryland
at Historic St. Mary's City

July 12, 2010

Greetings!

We invite you to participate in the credit internship program at St. Mary's College of Maryland (SMCM), the nationally renowned public liberal arts college that calls St. Mary's City home. Our 2,000 students select from majors such as psychology, English, physics, computer science, art, and economics. Here at the Career Development Center (CDC) we work with students to develop comprehensive career plans which include experiential learning opportunities such as internships. Because the College recently instituted a new requirement that students participate in an off-campus experience, we have a strong desire to develop a list of local sites that have been preapproved for internship credit. Local internships are especially attractive because students can participate in them part time while enrolling in other traditional courses. Though internships are a benefit to our students, employers experience many benefits as well including access to highly motivated preprofessionals who can provide temporary support for projects and programs.

Interns should have the opportunity to develop professional knowledge and skills and should spend the majority of their time on substantive, challenging projects. Potential sites are asked to provide details about expected work responsibilities and opportunities for learning so that suitability for credit can be assessed. When an acceptable intern has been identified by an approved organization, we then ask that the site supervisor work with the student to articulate learning objectives that are unique to the student and the organization's current needs. Credit internships can be paid or unpaid, though we encourage organizations to provide some sort of compensation, if possible, to offset expenses incurred by the student (e.g., college tuition). If your organization is interested in recruiting credit interns, please complete the enclosed site approval form. You may return the form by mail, fax, or e-mail, though e-mail is preferred. The content on your form will be reviewed by the CDC staff and relevant faculty and then entered in our searchable electronic database. This will allow interested students to contact you directly to discuss the possibility of an internship during an upcoming semester or summer. We encourage you to ask any interested students to submit a résumé and cover letter and to participate in a formal interview as part of your application process. Doing so will enable you to assess the candidate's fit and will also provide the student with valuable job search experience. The student will then work with our office to arrange for academic credit. Please understand that submitting the site approval form does not mean you will be required or expected to take an intern at any specific time. Likewise, we cannot guarantee an intern for a given semester.

For more information, please visit www.smcm.edu/careercenter/employers.html where you can find the electronic version of the site approval form and our manual for employers titled "Developing a Quality Internship Program." If you are interested in recruiting interns but do not wish to participate in our credit internship program, please consider filling out the site approval form as a means of providing us with information that we can disseminate to students. If you are interested in becoming involved with the CDC in other ways (e.g., mentorship, networking events, workshops, or recruitment) please let us know.

If we do not hear from a representative of your organization in the next three weeks, we will be in touch to determine how we might work with you to conceptualize an internship that would be of mutual benefit to you and our students. Please contact us at the number or e-mail below if you have any questions.

Thank you for your time and consideration,

Dana Van Abbema, Stephanie Pepler, and Sara Kidd
Professional Staff of the SMCM CDC

Enclosure



Career Development Center

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