

# ENHANCING INTERNSHIPS

JIM PIERNÉ & BONNIE SAUNDERS

JANUARY 2016



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**“Tell me and I forget,  
teach me and I may remember,  
involve me and I learn.”**

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*- Benjamin Franklin*

# INTERNSHIP COORDINATION

## Basics:

- \*Application

- \*Review Eligibility

- \*Assist with resume development

- \*Assistance identifying potential opportunities and developing sites

[Student Services](#)[Academic Testing Center](#)[Campus Card \(Student I.D.\)](#)[Campus Store](#)[Child Care](#)[College Policies](#)[Sexual Violence Prevention/Awareness](#)[Sexual Assault/Misconduct Procedures](#)[Resources for Victims of Sexual Assault](#)[Disability Support Services](#)[Food Services](#)[Internship & Job Services](#)[IT Help Desk](#)[Job Training Student Resources \(JTSR\)](#)[Learning Support Center](#)[Library](#)[Student Activities](#)

## Internship & Job Services

### Mission

*The mission of the Internship and Job Services Office at Hagerstown Community College is to facilitate student learning and development in the areas of experiential education, career development, and job search for students enrolled in the HCC Internship Program. The office supports the college's mission to foster regional economic development by serving as a workforce development partner in the local community.*

### Internships

An internship can be the key to your success. An internship allows you to gain professional experience, network with others in your field, and enhance your skills while still in school. To be eligible for an internship, you need to have completed at least half your program requirements and have a GPA of 2.0 or higher.

Interested students may complete the [internship application](#) and attach a current copy of their résumé.

### Application Due Dates

- Spring semester: December 14
- Summer semester: April 13
- Fall semester: July 26

### Internship Process

### Contact Information

**Bonnie Saunders**

Coordinator,  
Internship & Job Services  
240-500-2260

[basaunders@hagerstowncc.edu](mailto:basaunders@hagerstowncc.edu)

### Office

ASA Building, room 801

### Connect

[Facebook](#)

[Twitter](#)

[LinkedIn](#)



**CollegeCentral.com**  
The Network for entry-level talent!

JOB SEEKERS:	EMPLOYERS:
Search job opportunities Create / post online résumés & portfolios FREE career resources!	Post job opportunities Review online résumés & portfolios exclusive to our school for FREE!

# FACULTY PACKET

## Pieces of the Puzzle:

- \* Syllabus
- \* Learning Contract
- \* Learning Outcomes
- \* Journal
- \* Site Visit
- \* Evaluation

# ADDITIONAL RESOURCES

College Central Network

[www.collegecentral.com/hagerstown](http://www.collegecentral.com/hagerstown)

Home Students Alumni Employers Location

Hagerstown Community College

Internship and Job Services Office (240) 500-2260 Email

Upload your résumé and make it searchable to employers.

Build a new résumé with our **Résumé Builder.**

Welcome.

Welcome to the CCN Services for Hagerstown Community College





# IJS FACEBOOK GROUP

[www.facebook.com/groups/hccinternships](http://www.facebook.com/groups/hccinternships)

The screenshot shows the Facebook interface for the 'HCC Internship and Job Services' group. At the top, the search bar contains the group name, and the user 'Bonnie' is logged in. The group cover features a large orange circle with the text 'INTERNSHIP AND JOB SERVICES' and three horizontal bars listing 'workshops', 'resume reviews', and 'internships'. Below the cover, the group name 'HCC Internship and Job Services' is displayed as a 'Public Group', with buttons for 'Joined', 'Share', 'Notifications', and a menu icon. Navigation tabs for 'Discussion', 'Members', 'Events', 'Photos', and 'Files' are visible, along with a search box for the group. The main content area includes a 'Write Post' section with options to 'Add Photo / Video', 'Create Poll', and 'Add File'. A recent activity post by 'Samantha Isabel' is partially visible. On the right, there is an 'ADD MEMBERS' section with an input field, a 'MEMBERS' section showing '347 Members' with profile pictures, and a 'DESCRIPTION' section with the text 'Find out about the latest job and internship o...' and an 'Edit' link.

**HCC Internship and Job Services**  
Public Group

workshops  
resume reviews  
internships

Joined Share Notifications

Discussion Members Events Photos Files

Search this group

Write Post Add Photo / Video Create Poll Add File

Write something...

RECENT ACTIVITY

**Samantha Isabel**  
8 hrs - Hootsuite

ADD MEMBERS  
+ Enter name or email address...

MEMBERS 347 Members

Invite by Email

DESCRIPTION Edit  
Find out about the latest job and internship o...  
See More

# JOB HUNTING WEBSITES

- ❑ Major Specific
  - Alternative Energy
  - Biotechnology
  - Cyber Security/Info Tech
  - Education
  - Human Services
- ❑ Helps students learn about the employers hiring in their field of study.
- ❑ Local/Regional/Metro/Government

## BIOTECHNOLOGY

Job Hunting Websites

### Local

**Appalachian Fruit Research Station**  
[www.ars.usda.gov/main/site\\_main.htm?modecode=80-80-05-05](http://www.ars.usda.gov/main/site_main.htm?modecode=80-80-05-05)  
Kearneysville WV

**AstraZeneca**  
[www.astrazenecacareers.com](http://www.astrazenecacareers.com)  
Gaithersburg MD

**BioFactura**  
[www.biofactura.com](http://www.biofactura.com)  
Frederick MD

**Charles River**  
[jobs.criver.com](http://jobs.criver.com)  
Frederick MD

**Cool & Cold Water Aquaculture Ctr**  
[www.ars.usda.gov/main/site\\_main.htm?modecode=80-82-05-00](http://www.ars.usda.gov/main/site_main.htm?modecode=80-82-05-00)  
Leetown WV

**Cumberland Valley Analytical**  
[www.foragelab.com](http://www.foragelab.com)  
Hagerstown MD

**Ecolab**  
[www.ecolab.com/careers](http://www.ecolab.com/careers)  
Frederick MD, Martinsburg MD, Rockville MD

**Emergent Biosolutions**  
[emergentbiosolutions.com/careers](http://emergentbiosolutions.com/careers)  
Gaithersburg MD, Rockville MD

**GSK**  
[www.gsk.com/en-gb/careers](http://www.gsk.com/en-gb/careers)  
Rockville MD

**Leidos**  
[www.leidos.com/careers/opportunities](http://www.leidos.com/careers/opportunities)  
Frederick MD (Ft. Detrick)

**Lonza**  
[www.lonza.com/about-lonza/careers](http://www.lonza.com/about-lonza/careers)  
Walkersville MD

### Job Boards

**Medigen**  
[www.medigen-usa.com/careers](http://www.medigen-usa.com/careers)  
Frederick MD

**MedImmune**  
[www.medimmune.com/careers](http://www.medimmune.com/careers)  
Frederick MD

**Mesoscale**  
[www.mesoscale.com/en/our\\_company/careers](http://www.mesoscale.com/en/our_company/careers)  
Gaithersburg MD

**National Cancer Institute**  
[www.cancer.gov/about-nci/careers](http://www.cancer.gov/about-nci/careers)  
Frederick MD

**National Fish Health Laboratory, USGS**  
[www.lsc.usgs.gov/?q=fish-health-branch](http://www.lsc.usgs.gov/?q=fish-health-branch)  
Leetown WV

**National Institutes of Health (NIH)**  
[www.jobs.nih.gov](http://www.jobs.nih.gov)  
Bethesda MD

**Novavax**  
[novavax.com](http://novavax.com)  
Gaithersburg MD

**Precision Bioservices**  
[www.precisionformedicine.com/careers](http://www.precisionformedicine.com/careers)  
Frederick MD

**SeraCare**  
[www.seracare.com](http://www.seracare.com)  
Gaithersburg MD

**ThermoFisher**  
[jobs.thermofisher.com](http://jobs.thermofisher.com)  
Frederick MD, Rockville MD

**Transova**  
[www.transova.com/index.php](http://www.transova.com/index.php)  
Boonsboro MD

### Staffing Agencies

**BioMaryland**  
[www.bio.maryland.gov](http://www.bio.maryland.gov)

**BioSpace**  
[www.biospace.com](http://www.biospace.com)

**Career Builder**  
[www.careerbuilder.com](http://www.careerbuilder.com)

**Indeed**  
[www.indeed.com](http://www.indeed.com)

**USAJobs**  
[www.usajobs.gov](http://www.usajobs.gov)

**Aerotek**  
[www.aerotek.com](http://www.aerotek.com)

**Lab Support**  
[www.oalabsupport.com](http://www.oalabsupport.com)

**Randstad**  
[www.randstadusa.com](http://www.randstadusa.com)

**Tech USA**  
[www.techusa.net](http://www.techusa.net)

revised nov 2015



**Internship and Job Services**  
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[basaunders@hagerstowncc.edu](mailto:basaunders@hagerstowncc.edu)  
[www.facebook.com/groups/hccinternships](https://www.facebook.com/groups/hccinternships)  
[www.twitter.com/hccinternships](https://www.twitter.com/hccinternships)



# WORKSHOP SERIES

CAREER WORKSHOP SERIES  
Get Linked: Creating your

# LinkedIn<sup>®</sup>

profile



Get a professional headshot photo  
**FREE**



JANUARY  
**26th**  
HCC STUDENT CENTER  
SKILLS LAB  
ROOM 170



INTERNSHIP  
AND JOB SERVICES

# SYLLABUS

- Outline expectations
- Grading (points for journal, learning outcomes, presentation, lab notebook)

Sample: Journal = 20 points

Learning outcomes achieved= 15 points each for a total of 60 points

Completed 180 hours=10 points

Final presentation= 10 points

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Total Points: 100

- Timeline (due dates for journals, paper and/or presentation)
- Instructions on how to submit journals

# SAMPLE TIMELINE

Week		Moodle Expectations
1/16	Meet and review the expectations, responsibilities, set a schedule, etc.	Introductions
1/23	Chapter 1: Preparing to Begin Student Teaching	Bi-weekly Journal (to be posted on the discussion board) Chapter 1 Discussion
1/30	Chapter 2: Becoming a Professional	Chapter 2 Discussion
2/6		Bi-weekly Journal
2/13	Chapter 3: Establishing Effective Professional Relationships	Chapter 3 Discussion
2/20		Bi-weekly Journal
2/27	Chapter 4: Guiding Young Children in the Classroom	Chapter 4 Discussion
3/12	Chapter 5: Classroom Management: Environments and Routines	Bi-weekly Journal Chapter 5 Discussion
3/19	Chapter 6: Observations and Evaluations of Students	Bi-weekly Journal Chapter 6 Discussion
3/26	Chapter 7: Assessment of Young Children	Chapter 7 Discussion
4/2	Chapter 8: Supportive Instruction	Bi-weekly Journal Chapter 8 Discussion
4/9	Chapter 9: Understanding Diverse Communities and Interacting with Children's Families	Chapter 9 Discussion
4/16	Chapter 10: Completion of Student Teaching: Looking Ahead	Bi-weekly Journal Chapter 10 Discussion

# LEARNING OUTCOMES

**Step 1:** Consider the goals of your program and the skills students should master.

**Step 2:** Learn what projects are available at the internship site

**Step 3:** Align 3-4 different projects/activities with the required skills

Voila! You now have now created the internship learning outcomes!



# LEARNING OUTCOMES

## **Sample:**

**Step 1:** Demonstrate knowledge of color, composition and typography

**Step 2:** Posters for the Summer camp programs

**Step 3:** Demonstrate knowledge of color, composition and typography through the creation of four posters promoting summer camp programs.

\*Tip: Build a basic list of learning outcomes for your program. You can modify and adjust as necessary for individual students.



Meritus Health  
Saturday March 1, 2014  
First ride: 7:00am  
Valley Mall, Hagerstown

Meritus Health logo  
LIVE  
COMMUNITY  
ADVOCATE  
CYCLE UNITED  
FAMILY  
PEOPLE  
VOLUNTEER

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PEOPLE  
VOLUNTEER



Home

- Navigation
- Home
  - Dashboard
  - Site pages
  - My courses
- HCC Links
- Current Students Page
- Honors Program Information
- Internship Information
- Library

### Moodle Joule Student Guidebook

In this guide you will find information about how to use Moodle to access resources and participate in activities posted by your instructor.

**General Reminders:** Not all instructors or courses will use Moodle. Accounts are only created for users who have at least one course using Moodle. Updates to Moodle enrollment are typically processed within 1 business day of student registration activity. Students only see course sites that have been activated by the instructor, often near the first day of the semester. If you log in before any of your course sites are made available, you will see the course catalog of all "Available Courses" instead of just your individual "My Courses" listing.

Calendar

January 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### My courses

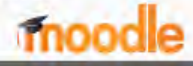
#### 16/SP Typography (GDT-215-01)

Teacher: [Courtney Redding](#)

This course will focus on type - its legibility, readability, and use as a visual element. Type will be investigated in terms of how to set type, its aesthetic possibilities as well as the contribution typography makes in reinforcing the visual message of a graphic design when solving a visual communication problem. Contemporary type structure, type usage in various formats, and its historical influence will be topics of emphasis. Total of 45 hours of lecture. Course fee required. \*Prerequisite: GDT 116 and GDT 142 or GDT 143. Semester offered: Spring. 01/11/2016-05/02/2016 Web Based Days to be Announced, Times to be Announced, Room to be Announced

[All courses](#)

Search courses:



# MOODLE

## **Discussion Boards, Journal Postings, Videos**

### Ideas of Discussion Questions:

\* Write about a conflict , success, or disappointment you are experiencing at your internship.

\*What have you learned, so far, about yourself? What have you learned about others?

\*What motivates you to do a good job? Is there anything you would change at your site so that you could work better?



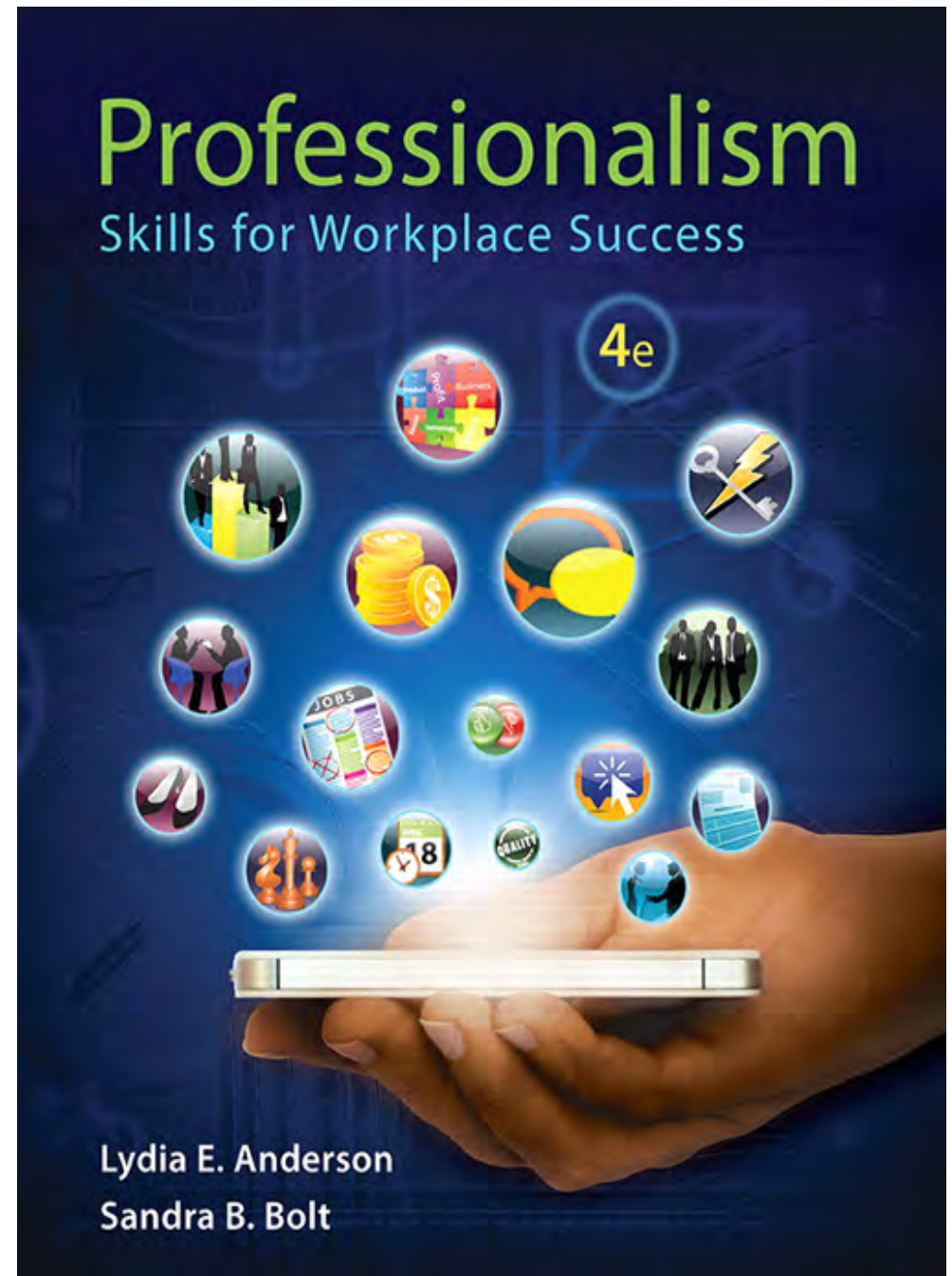
# TEXT BOOKS

## Pearson

General, as well as, major specific resources.

- Education
- Human Services
- Paralegal
- Administration of Justice

<http://home.pearsonhighered.com/>



# TEXT BOOKS

## InternQube

Includes access to  
website that includes, videos,  
articles, resources, discussion questions

[www.intrueition.com](http://www.intrueition.com)



# PROFESSIONAL ORGANIZATIONS

## **National Society for Experiential Education**

[www.nsee.org](http://www.nsee.org)

Provides conferences and workshops; Membership includes faculty and staff from higher education institutions

## **National Association of Colleges and Employers**

[www.nacweb.org](http://www.nacweb.org)

Provides conferences, workshops, annual internship survey data , and extensive website resources.

# OTHER IDEAS/SUGGESTIONS?

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\_\_\_\_\_

\_\_\_\_\_



**INTERN: SHANE HEIZER**  
**BUSINESS MANAGEMENT MAJOR**



**Middletown**  
**Valley Bank<sup>®</sup>**

# QUESTIONS?

Jim Pierné, Assistant Professor, Business Management

240-500-2215 [jgpierne@hagerstowncc.edu](mailto:jgpierne@hagerstowncc.edu)

Bonnie Saunders, Coordinator, Internship and Job Services

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INTERNSHIP AND JOB SERVICES  
PRESENTS

# CAREER WORKSHOP SERIES

**2015**

**OCT 27TH - INTERNSHIP KNOW HOW**

**NOV 24TH - SKYPE HYPE: INTERVIEW TIPS**

**2016**

**JAN 26TH - GET LINKED: CREATING YOUR  
LINKEDIN PROFILE**

**FEB 23RD - DON'T WEAR FLIP FLOPS TO A JOB FAIR**

**MAR 23RD - SUMMER JOB AND INTERNSHIP FAIR**

**APR 19TH - CUTTING THROUGH THE RED TAPE:  
FEDERAL JOB APPLICATIONS**



HCC STUDENT CENTER, 2:30 PM

**SKILLS LAB - RM 170**

**BONNIE SAUNDERS -** [BASAUNDERS@HAGERSTOWNCC.EDU](mailto:basaunders@hagerstowncc.edu)