




Welcome to the HAPP Internship Orientation

FOR STUDENTS ENROLLING IN HAPP 470 IN SUMMER AND FALL 2021

Getting Ready for the Internship

Congratulations!

- You are on your way to enrolling in HAPP 470!
- This presentation contains all of the information that you will need to complete your online Student Information Sheet.
- At the conclusion of this session, please go to the Internship Placement Tracking website at www.runipt.com to update your Student Detail page and Student Information Sheet – including your resume and letter of introduction.
- Login information will be forthcoming.



▶ **Please Note:** Only complete packages will be processed. Please make sure that you are eligible for HAPP 470 and that your online information is complete by using the checklist below:

▶ _____ Student Detail Page (do not include a picture)

▶ _____ Student Information Sheet

▶ _____ Current Approved Resume

▶ _____ Letter of Introduction

Internship Process – Timeline for Summer and Fall 2021

Late February to Early March

- ▶ The Internship Coordinator meets with interested rising seniors and seniors who are planning to enroll in HAPP 470 in the Summer or Fall sessions via posted Internship Orientation sessions. During these sessions, students learn the steps in the internship process, receive instructions, and learn about the requirements of the internship course. Attendance at one of the sessions is required for enrollment in the internship course.

Mid- to Late March

Following receipt of login information, students complete the Student Information sheet, draft a resume, and draft a letter of introduction.

- ▶ Materials must be submitted by March 15. Failure to submit a complete package may result in a delay in enrollment in HAPP 470.

Late March to Early April

- ▶ Students' materials are reviewed for enrollment eligibility.
- ▶ Students meet individually with the Internship Coordinator to review their applications, discuss interests and learning needs, and identify possible internship sites. Student interests will be considered and there will be a significant attempt to match students with desired and appropriate settings.

Internship Process – Timeline (cont.)

Early April through End of May for Summer; through August for Fall

- ▶ Students are provided with recommendations for potential internship sites.
 - ▶ Internship Coordinator generally contacts the sites and communicates with preceptors and students. Students may be asked to contact certain sites.
- ▶ Prospective preceptors are simultaneously sent letters via email informing them of the student(s) being recommended. The preceptor is also sent a copy of the potential student's resume and the student's letter of introduction.
- ▶ Interviews occur to provide students and preceptors the opportunity to meet, discuss the kinds of assignments and learning experiences offered by the agency, and to clarify expectations.
 - ▶ After the interview, the student should contact the Internship Coordinator to share thoughts about the experience. The student should also send a thank you to the prospective preceptor. Students are also encouraged to contact the Internship Coordinator after the interview if they have any problems or reservations regarding the potential internship site.
- ▶ The Internship Coordinator may also request that the preceptor, as a representative of the internship site, completes the Internship Contract.
- ▶ All internships are required to be 208 hours and to be in accordance with start and end of semester dates.

Exceptions

- ▶ One or more of you may have applied for a national internship program. You should receive the results of your application earlier than others. Because these internships are highly desirable, we will wait until you hear about your acceptance before doing anything further.
- ▶ Since most students are at home and because we expect that we will again be virtual in the Summer 2021 semester, you may choose to do your internship at a site convenient to your home. This is something that needs to be discussed on an individual basis.
- ▶ As of now, we are unsure of whether Fall internships will be on-site or virtual. As we know more, you will receive updates.

Timeline for Summer and Fall Semesters

- ▶ Please be aware that some internships will not be finalized until the beginning of the semester. As business does not run on a semester basis, March is generally too early for internship consideration. This is something that we usually work on through the Spring (for summer interns) and Summer (for fall interns).
- ▶ If you are planning to do your internship during the Spring of 2022, this is not the meeting for you. You should attend the meeting during the Fall semester.

The Ideal Timeline for Summer 2021 Interns

- ▶ Early March: attend internship orientation sessions
- ▶ Early to Mid-March: work on the documents that you need to have ready before meeting with me
- ▶ Mid- to Late March: Schedule your meeting with me; correct your paperwork
- ▶ Late March to Mid-May: Summer interns determine their sites
- ▶ However, most sites will not begin their internship process until they know their plans for next semester

Calendar

- ▶ Approximately 14 hours per week for a total of 208 hours during the 15-week semester session. Schedules are negotiated with the preceptor around your other coursework.
- ▶ Hours do not begin until the first day onsite and during the semester of enrollment.
- ▶ Hours are not earned if the agency is closed (snow days, holidays, etc.).
- ▶ All students are required to remain at their internship site throughout the entire semester.
- ▶ Even if hours are complete, students must work at the agency until the last day of the semester.

Logging on to IPT

Go to www.runipt.com

Click on Forgot Your Username or Password?

Ipt

*Intern Placement Tracking
Alcea Software*

UMBC Health Administration and Policy Program

Please Login to Ipt:

Note: The following information is UPPER / lower case sensitive.

Organization ID

User Name

Password

[Forgot your username or password?](#)

Login

[Clear Organization Id](#)

Logging in to IPT: Enter UMBC email address

Ipt

Intern Placement Tracking
Alcea Software

UMBC Health Administration and Policy Program

Please enter the following information to have a password reset link emailed to you.

Organization ID

User Type

Email Address

[Login Page](#)



Please use your UMBC email and
password for IPT!

Logging in



UMBC Health Administration and Policy Program

Please Login to Ipt:

Note: The following information is UPPER / lower case sensitive.

Organization ID

User Name

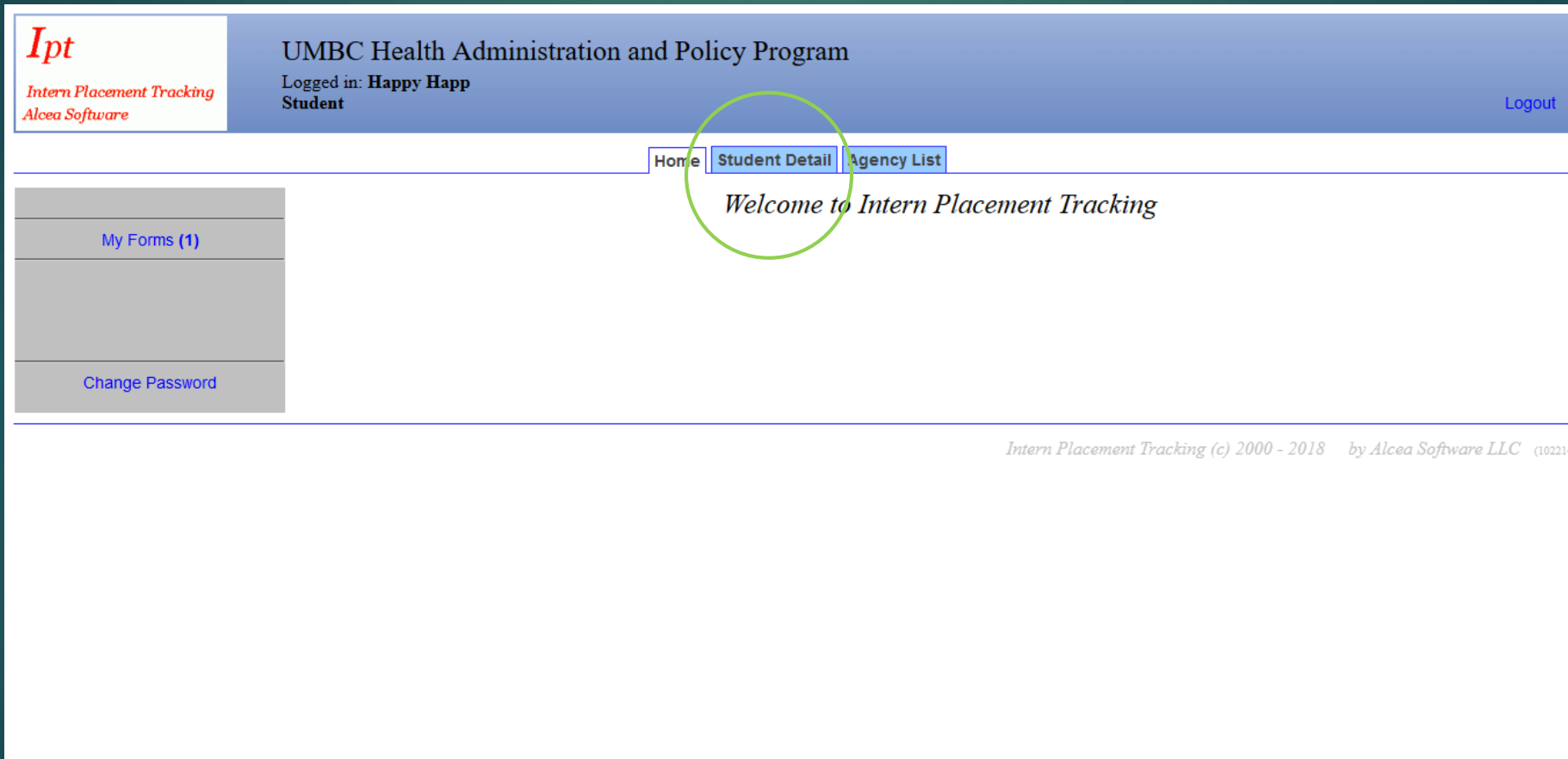
Password

[Forgot your username or password?](#)

Login

[Clear Organization Id](#)

IPT Homepage: Please click on Student Detail



The screenshot displays the IPT homepage interface. At the top left, the logo for 'Ipt Intern Placement Tracking Alcea Software' is visible. The main header area, in a blue gradient, contains the text 'UMBC Health Administration and Policy Program' and 'Logged in: Happy Happ Student', with a 'Logout' link on the right. Below the header is a navigation bar with three links: 'Home', 'Student Detail', and 'Agency List'. The 'Student Detail' link is highlighted with a green circle. The main content area features a welcome message, 'Welcome to Intern Placement Tracking', and a sidebar on the left with buttons for 'My Forms (1)' and 'Change Password'. The footer contains the copyright notice: 'Intern Placement Tracking (c) 2000 - 2018 by Alcea Software LLC (102214)'.

Ipt
Intern Placement Tracking
Alcea Software

UMBC Health Administration and Policy Program
Logged in: **Happy Happ**
Student

Logout

Home **Student Detail** Agency List

Welcome to Intern Placement Tracking

My Forms (1)

Change Password

Intern Placement Tracking (c) 2000 - 2018 by Alcea Software LLC (102214)

Complete Student Detail Page: No Pictures Please!

Ipt
Intern Placement Tracking
Alcea Software

UMBC Health Administration and Policy Program
Logged in: **Happy Happ**
Student

Logout

Home Student Detail Agency List

Home > Student Detail
CSWE Statistics | Forms | Upload Picture

Student Detail: Happy Happ

Save

Group: **Happy Happ**

Last Name

First Name

Street Address

City, State Zip

Emergency Contact

Emergency Phone

Home Street Address

Home City, State Zip

Group

Resume Letter of Introduction

Agency Preferences


Field Assignments **Happy Happ**

Semester	Agency	Preceptor	Phone Number	Codes
Spring	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Summer	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fall	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Winter	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save

[View in printable form](#)

Birthdate (yyyy-mm-dd)



Completing SIS: Hit Save, Click Home, Then Go to My Forms

Ipt
Intern Placement Tracking
Alcea Software

UMBC Health Administration and Policy Program
Logged in: **Happy Happ Student** [Logout](#)

[Home](#) [Student Detail](#) [Agency List](#)

[My Forms \(1\)](#)

[Change Password](#)

Welcome to Intern Placement Tracking

Intern Placement Tracking (c) 2000 - 2018 by Alcea Software LLC (102214)

To complete Student Information Sheet, click on “View”

Ipt
Intern Placement Tracking
Alcea Software

UMBC Health Administration and Policy Program
Logged in: **Happy Happ**
Student [Logout](#)

[Home](#) [Student Detail](#) [Agency List](#)

[Home](#) > [Form List](#)
[Add New Form](#)

Online Forms List For: Happy Happ

Hide Completed Forms

	[Template]	Batch Name	Form ID	Status	Signed	Waiting For	Schedule Date	Due Date	Num
View	HAPP Internship Student Information Sheet	Demo	✉ Happ, Happy	new **		Student	2018-10-02		219

Intern Placement Tracking (c) 2000 - 2018 by Alcea Software LLC ID: 220 (102214)

Complete the Student Information Sheet

University of Maryland, Baltimore County
HAPP Internship Student Information Sheet
Student Information Sheet

Name:	
Current Address:	
Permanent Address:	
Home Phone:	
Cell Phone:	
UMBC Email Address:	

Indicate your second language, if any:	Other Notes
Indicate your level of fluency:	
Military Status:	
Are you a U.S. citizen?	
If you are not a U.S. citizen, are you a legal resident?	

Are you able to perform all duties and functions in the field placement? Please explain..

Emergency Contact	
Name:	
Relationship:	
Phone:	

Accommodations and Access: If you want to request ADA accommodations, you should contact the Office of Student Disability Services at 410-455-2459. The guidelines for students with challenges can be found in the Student Guide.

A HAPP Internship is an undertaking that requires a considerable amount of time and energy; approximately two full days per week that are often quite busy. Even though we recognize that you have many outside responsibilities, please remember that you will be expected to be fully engaged in your internship experience and that people will be depending on you.

In order to make your experience successful and rewarding, we want to help you to plan for next year by using this form as a tool. Please use it to map out all of the classes and commitments you have left on your path to graduation and to begin thinking about ways you can make time for this very significant new commitment.

List your remaining UMBC requirements and minor and major course requirements in the semester columns where you plan to take them.

Class Schedule

Please enter your planned course schedule for your internship semester, including days and times, here:

Course	Days	Times

Minor and/or second major?	
Current GPA : A 2.5 cumulative GPA is needed to enter into the internship.	
Expected Graduation Term :	
How many total credits will you have completed by end of your application semester?:	

Internship Profile - Preferences

Please indicate any geographic preferences or limitations for field placement.

Please indicate any particular populations, age groups, or types of social service agencies that you would like considered in planning your field placement experience. Also, indicate if you are open to any field experience.

If there is a particular type of internship with which you would prefer NOT to be placed with, please indicate.

Do you have any other information that you wish to communicate regarding your request for a field placement? Please describe.

Field Placement Profile - Responsibilities and Commitments	
Family/Caretaking Responsibilities :	
Employment Responsibilities (% of hours per week you will work, and days and times of employment) :	
Other commitments and responsibilities that may affect your ability to participate in the internship :	

Upload Your Resume and Field Placement Letter	
Resume	
Internship Letter	
DO NOT put your Social Security Number in either of your resume or field placement letter. You may upload your picture to your IPI Student Detail page if you would like to do so. This is not a requirement.	

UMBC Internship Application - Disclaimer

Note: Please review all sections of the application prior to accepting the disclaimer and submitting the application. Once submitted, you will not be able to go back and edit your application.

FERPA Disclaimer	
Please note that any information you provide to UMBC in this application, including previous work and educational experiences, will be forwarded to an agency for consideration for an interview and internship.	
Also, please be aware that you may be required to have a criminal background check and/or medical clearance prior to beginning your internship. The cost for these clearances may be your responsibility.	
By submitting this application, I am granting permission to have my Student Information Sheet forwarded to an agency for consideration for an interview and internship placement. Without this authorization we will not be able to consider you for enrollment into HAPP 470.	
I have reviewed all of the information provided and to the best of my knowledge the statements are true and the information is accurate.	

Student Signature:

Note: You must click on the SAVE button to save any information entered or changed on this page before closing or printing the page, or your information will be lost.

[Printable Version](#)

Resume Guidelines and Tips

- The primary purpose of the pre-internship resume is for you to introduce yourself to potential future preceptors.
- **Resumes must be well-written and free of grammatical, punctuation, and spelling errors.**
- Action verbs are needed to describe work/volunteer experience.

To locate action verbs, please refer to the following link:

http://www.quintcareers.com/action_skills.html

More Resume Tips

- The average review is 15-30 seconds
- Resume should be no longer than one page
- Margins should be no more than one inch
- Do not use fancy fonts; fonts should be 12 point if possible and preferably a serif font like Times New Roman
- Use consistent formatting for headings and dates
- Do not use sentence or paragraph formatting
- Limit use of abbreviations
- Do not lie, exaggerate or use clichés (i.e., “out of the box thinker”)
- Put your actual GPA if 3.0 or greater only; do not round up
- Leave out personal information
- Do not list references
- Do not include high school information
- **PROOFREAD YOUR RESUME**

Sample Resume Format

enwakam1@umbc.edu

EDUCATION

University of Maryland, Baltimore County Expected Graduation: May 2019
Major: Bachelor of Arts, Health Administration and Policy
Major: Bachelor of Arts, Psychology
GPA: 3.29/4.0

EXPERIENCE

Office Assistant/Test Proctor January 2017 - Present
UMBC, Student Disability Services, Baltimore, MD

- Administer and monitor exams
- Explain Student Disability Services procedures to students, parents, and faculty
- Perform clerical duties such as photocopying, typing, filing, and email correspondence
- Help train new hires

Courtesy Clerk Summer 2016
Safeway Pharmacy, Baltimore, MD

- Performed a variety of customer service functions
- Assisted in maintaining inventory

Student Volunteer August 2014 - May 2015
Oak Crest Retirement Home, Parkville, MD

- Bussed tables
- Delivered meal orders to the residents
- Greeted Oak Crest residents
- Washed dishes and cleaned dining room

OBGYN Outpatient Assistant Summer 2014
Johns Hopkins Hospital, Baltimore, MD

- Answered patients' questions regarding their appointment
- Filed papers and inputted patient information onto computers
- Helped patients sign onto kiosk machine

ACTIVITIES AND AWARDS

Maryland State Scholarship Fall 2015 - Present
Psi Chi International Honor Society Spring 2017 - Present
UMBC UNICEF Club Treasurer 2016 - 2017

Letter of Introduction and Tips

This letter introduces you to a potential preceptor and is their first impression of you.

This letter allows you to write about your interests and skills and relate them to expertise needed in the field.

It is important that the letter is well written as it provides a sample of your writing skills and shows the preceptor that you are invested in demonstrating your interest and commitment to your field of study.

The letter of introduction should:

- ▶ Be no more than one single spaced page
- ▶ Avoid redundancy and wordiness
- ▶ Use the same paper as your resume (in case you are asked to bring a paper copy to an interview)
- ▶ **Not have any TYPOS**
- ▶ Have your signature in ink between your close and typed name (if using a paper copy). As everything is electronic right now, simply type your name under your letter's closing.
- ▶ Be sure to PROOFREAD before submission

Letter of Introduction Template

Your Name
Your Complete Address
City, State Zip

Date

This letter of introduction is specifically designed to be used for your internship and may be sent directly to prospective preceptors. Please consider other resources for future cover letters. Since you do not know where you will be accepted for an internship, broadly address your interests in the field and your skill set. Keep your discussions concise!

Dear Prospective Preceptor:

I am currently enrolled in the undergraduate Health Administration and Policy Program at University of Maryland, Baltimore County. There are several areas of study in our program and the track that I have focused on is _____ because _____. I am hoping that the internship is, for me, a way to increase my competency through using the knowledge and skills that I have gathered while at UMBC so that I can learn firsthand what it is like to put theory into practice. I am excited to have the opportunity to put what I have learned to work.

My interest in _____ stems from _____, and as I have continued my education in this area, I have found _____. I would be honored to be able to expand on and practice the concepts, instruction, and principles that I have gathered through my academic career by completing an internship with your institution. I look forward to enhancing and applying the skills I have learned, while attaining new ones.

Enclosed, you will find my resume. I appreciate the time you have taken to consider me for a position with your agency, and look forward to meeting you soon.

Sincerely,

Your signature

Your name

Resume and Letter of Introduction

- ▶ Your letter and resume are the most important parts of your package and can affect whether an agency agrees to interview you or not.
- ▶ Be prepared to discuss your letter and resume (and probably make corrections) during your meeting with me.
- ▶ To schedule an appointment, click [here](#).

Final Information

- ALL REQUIRED DOCUMENTS MUST BE COMPLETE AND SUBMITTED BY MARCH 15 FOR SUMMER AND FALL 2021.
- LATE SUBMISSIONS WILL NOT BE CONSIDERED UNTIL ALL ON-TIME SUBMISSIONS HAVE BEEN FINALIZED.

FURTHER QUESTIONS?

- CONTACT:
 - Professor Meryl Cozart at mcozar1@umbc.edu
Melissa Cox at mrose4@umbc.edu