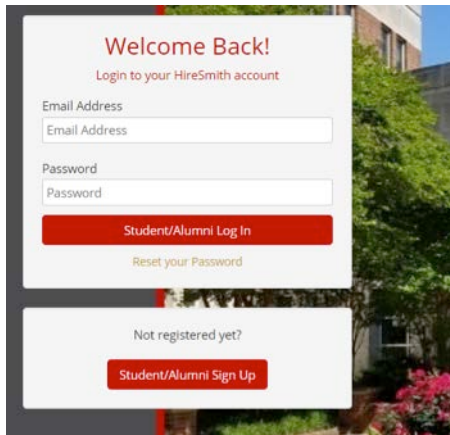**PREPARATION**

1. Secure an internship and receive an official offer letter. The offer letter **MUST** include all of the information listed below. **Highlight each item below** on your offer letter. If your letter does not include the following information, it will slow down the registration process for this course.

   - Must be on company/organization letterhead.
   - Explicitly states and includes the word "internship" or "co-op."
   - Start and end dates. These dates must fall within the beginning and end of the term for which you are applying.
   - Has the exact number of hours you will intern per week.
   - Lists the physical address of the workplace in the body of the letter (only having the address listed in the letterhead DOES NOT meet this requirement). Home offices are not permissible locations.
   - Includes the name of your internship supervisor.
   - Clearly defined job duties and/or responsibilities.
   - States compensation (list payment per hour or as "unpaid").

2. Visit HireSmith (www.hiresmith.net) and log in using your directory ID and password.
3. Download the BMGT398A Registration Approval Checklist from the Internship Credit Options for Business Students website. This will ensure you have all of the required materials and take the appropriate steps to register and avoid approval delays.

REGISTRATION PROCESS *(Instructions with screenshots on following pages)*

1. Visit HireSmith (www.hiresmith.net) and log in using your directory ID and password.
2. Click on "Experiential Learning" at the bottom left of the screen. Then click on "New Opportunity" in the upper right of the screen.
3. Fill out everything on that screen and click Save. You will need to click "Create New Contact" to add your supervisor. Be sure to select the correct credit level under "Experiential Learning Type". Ex.UG Co-Op Record -BMGT398A - 3 Credits
4. Click on "Documents and Forms." You will need to upload the following documents to your application:

   - Official offer letter on company letter head (MUST meet the above requirements)
   - Updated Resume
   - Official job description with duties/responsibilities if not clearly outlined in the official offer letter.
   - Unofficial Transcript (*can be copied from Testudo in a PDF document*)

5. Click "Submit for Approval".
6. **Allow five (5) business days for processing.**
7. You will receive an email notification from BMGT398A@rhsmith.umd.edu if you have been approved to register for BMGT398A.

1. Visit HireSmith (www.hiresmith.net) and log in using your directory ID and password.

2. Click "Experiential Learning" at the bottom left of the screen.

3. Click on "New Opportunity" in the upper right.

4. Fill out everything on that screen and click Save. You will need to click "Create New Contact" to add your supervisor. Be sure to select the correct credit level under "Experiential Learning Type". Make sure to select **"Fall 2019"** under Academic Term.

Create New Opportunity

Cancel | Save

Basics

Student*	Student
Employer*	Specify employer name
Experiential Learning Type*	-- Experiential Learning Type --
Address	Address
Country*	-- Country --
City*	Select an existing city

Supervisor

No contacts have been created for this employer. Please create a new contact to add a supervisor.

Create New Contact

Supervisor Phone*	Supervisor Phone
Supervisor Email*	Supervisor Email

When

Start Date*	MM/DD/YYYY
	Format: MM/DD/YYYY
End Date*	MM/DD/YYYY
	Format: MM/DD/YYYY
Academic Term*	-- Academic Term --

5. Click on "Documents and Forms."

Details	Documents and Forms	Approvals

Basics

Employer	Deloitte
College	Robert H. Smith School of Business
Experiential Learning Type	UG Co-Op Record -BMGT398A - 3 Credits
Street Address	
City	McLean - VA
Country	United States (USA)

6. You will need to upload the following documents to your application:

- Official offer letter on company letter head (MUST meet the requirements)
- Updated Resume
- Official job description with duties/responsibilities if not clearly outlined in the official offer letter.
- Unofficial Transcript (*can be copied from Testudo in a PDF document*)

Document	Date Uploaded	
Resume		Upload File
Job Description		Upload File
Offer Letter		Upload File
Unofficial Transcript		Upload File

7. Click "Submit for Approval."