

BMGT009 Registration Process



UNIVERSITY OF
MARYLAND

ROBERT H. SMITH
SCHOOL OF BUSINESS

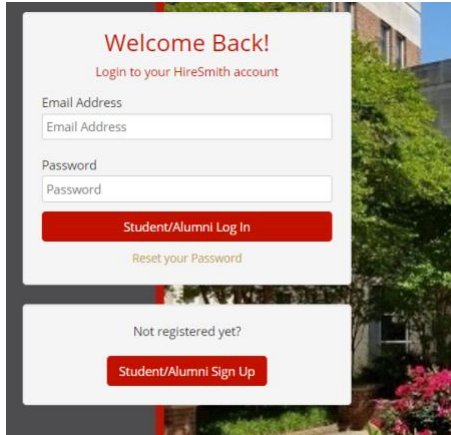
PREPARATION

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 offer 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. If you are an international student, 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 BMGT099 Registration Approval Checklist from the HireSmith Resource Library. This will ensure you have all the required materials and take the appropriate steps to register and avoid approval delays.
4. Download the “Curricular Practical Training Verification” form. Complete the form and have your internship supervisor sign. **MUST** have a hand-written signature, computer generated will not be

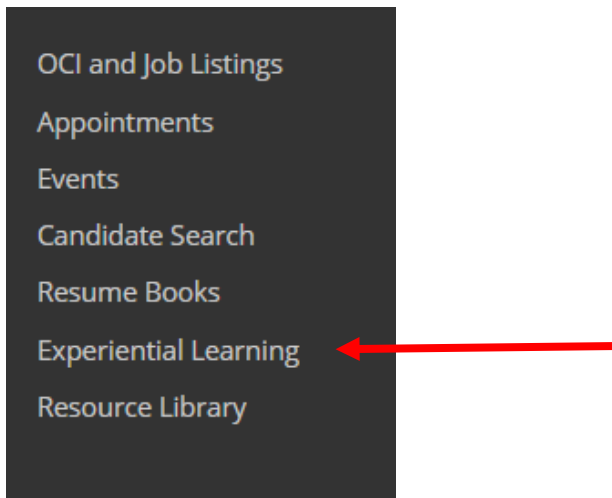
REGISTRATION PROCESS (Instructions with screenshots on following pages)

1. Visit HireSmith (www.hiresmith.net) and log in using your directory ID and password.
2. Click "Experiential Learning" at the bottom left of the screen.
3. Click on "New Opportunity" in the upper right.
4. Complete all fields and click save. You will need to click “Create New Contact” to add your supervisor. Be sure to select the correct major under “Experiential Learning Type.”
5. Click “Documents and Forms”.
6. Upload your offer letter and CPT Verification (include job description if necessary) and then hit “Submit.”
7. Update the internship "Outcome" on your HireSmith profile.
8. Allow five (5) business days for processing.
9. You will receive an email notification from BMGT099@rhsmith.umd.edu if you have been approved to register for BMGT099.
10. Make the payment online at <http://bursar.umd.edu/index.php> and click on "Pay Online Here". The fee for the Spring/Fall is \$60 and for the Summer/Winter is \$30.
11. Take your paperwork to ISSS for CPT authorization. Follow the ISSS Checklist to make sure you have everything you need!

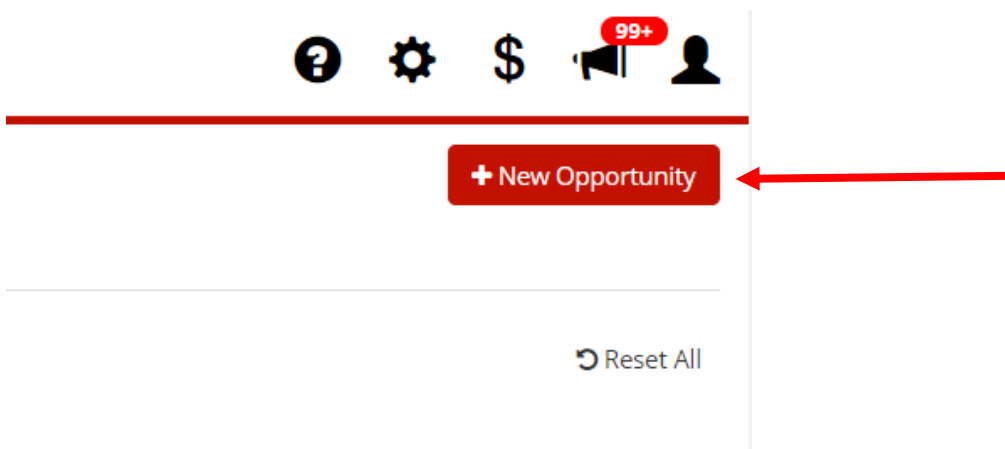
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Create New Opportunity

Cancel

Save

Basics

Student*	<input type="text" value="Student"/>
Employer*	<input type="text" value="Specify employer name"/>
Experiential Learning Type*	<input type="text" value="-- Experiential Learning Type --"/>
Address	<input type="text" value="Address"/>
Country*	<input type="text" value="-- Country --"/>
City*	<input type="text" value="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*	<input type="text" value="Supervisor Phone"/>
Supervisor Email*	<input type="text" value="Supervisor Email"/>

When

Start Date*	<input type="text" value="MM/DD/YYYY"/> <small>Format: MM/DD/YYYY</small>
End Date*	<input type="text" value="MM/DD/YYYY"/> <small>Format: MM/DD/YYYY</small>
Academic Term*	<input type="text" value="-- Academic Term --"/>

5. Click “Documents and Forms”.

Details

Documents and Forms

Approvals

Basics

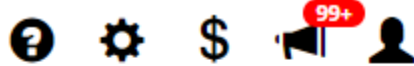
Employer	Robert H Smith School of Business
College	Robert H. Smith School of Business
Experiential Learning Type	MS Co-Op Record -BMGT099 - Accounting
Street Address	
City	College Park - MD
Country	United States (USA)

Supervisor

6. Upload your Offer Letter and Curricular Practical Training Verification (include the job description if necessary) and then click "Submit" in the upper right-hand corner. Then click "Submit for Approval" in the upper right-hand corner.

Details	Documents and Forms	Approvals
Document	Date Uploaded	
Offer Letter		Upload File
Job Description		Upload File
CPT Verification		Upload File

[← Back to List](#) [Submit](#) [Action ▾](#)



[← Back to List](#) [Submit for Approval](#) [Action ▾](#)

7. Update the internship "Outcome" on your HireSmith profile.

Outcomes	Application Materials	Interviews	Background	Admin	More ▾
Post Masters +Admin: Add Rumor ? +Admin: Unreported	Please tell us about your post graduation plans + Report Status				
Internship +Admin: Add Rumor ? +Admin: Unreported	Please tell us about your experience + Report Experience				