

Final Presentation

**An overview and takeaway of my
internship at Kennedy Krieger Institute**



Today's Agenda

1 Overview

2 Projects, Services, and DPD

3 Interviews

4 3 Takeaways

5 Letter to future interns



Introduction

Intern for CORE Foundations,
B.A. in Health Administration and
Public Policy at University of
Maryland, Baltimore County



Overview

As an intern for CORE Foundations at Kennedy Krieger Institute, I'm responsible for the role of directly supporting Andy while also focusing on building and maintaining a relationship with other community and staff members.

1

Direct support

- Observation
- Lead individual sessions
- Create DPD

2

Relationship building

- Rebecca
- Andy
- Steven
- Community oriented

3

Professionalism

- Training
- Emails and GDrive
- Etiquette
- COVID-19



Projects

Business Surveying Project

Business & Volunteer Surveying

File Edit View Insert Format Data Tools Add-ons Help Last edit was 8 days ago

100% \$ % .0 .00 123 Calibri 11 B I U A

Client Name:													
Client Name: Andy M.													
Client Address: 8611 Stark Court, Nottingham, MD 21236, Baltimore County													
Perferred distance from home? 0-20 miles													
Areas of interests: more info can be found on internal PCP													
Sports Outdoor Special Olympics													
Security Landscaping Animals													
Driving Hussman Center Bowling ally													
Business Name Business Address Contact Name Phone and/or Email Distance From Client Home (Miles) Business Hours Open Close Open Positions How to apply Insert application link, career site etc. Notes													
13	AMF Perry Hall	4359 Ebenezer Rd, Baltimore, MD 21236		(410) 256-6300	1.7 miles	4:00 PM	10:00 PM						
14	Baltimore Count Dept of Recreation and Parks	9831 Van Buren Lane Cockeysville, Maryland 21030		Email: recparks@baltimorecountymd.gov Phone: 410-887-3871	13.3 miles								
15	Baltimore Animal Rescue and Care Shelter, Inc	2490 Giles Road, Baltimore, MD 21225		Email: info@barcs.org Phone: 410-396-4695	18.3 miles							https://barcs.org/media/forms/BARCS-employment-application-2018.pdf	
16	Dick's Sporting Goods	5220 Campbell Blvd, Baltimore, MD 21236			2.6	9:00 AM	9pm (Mon)	Retail Cashier				Lensa, jobatic	
17	Allied Universal	36 S Charles St #2204, Baltimore, MD 21201	Jack Snober	Phone: 410-931-5061	17	8:30AM (M)	5PM (Mon)	Security Officer Retail				jobs.aus, maryland.jobing	
18	Allied Universal	36 S Charles St #2204, Baltimore, MD 21201	Jack Snober	Phone: 410-931-5061	17	8:30AM (M)	6PM (Mon)	M&T Stadium Security				talent	
19	Signal88 Security	11605 Crossroads Cir, Middle River, MD			5.4	9AM (Mon)	5PM (Mon)	Security Officer				talent	
20	Pet Supplies Plus	7927-A Belair Rd, Nottingham, MD 21236			2.5	9AM (Mon)	9PM (Mon)	Store Team Member				glassdoor	
21	PetSmart	1559 Merritt Blvd, Dundalk, MD 21222			11	9AM (Mon)	9PM (Mon)	Retail Sales Associate				talent	
22	Gamestop	7972 Belair Rd, Nottingham, MD 21236			2.5	12:00 PM	8:00 PM	Retail Staff				careerbuilder	
23	Ruppert Landscap	4 Harko Ct #3123, Essex, MD 21221			6.4	8:00 AM	5:00 PM	Crewmember				glassdoor	
24	Ruppert Landscap	5 Harko Ct #3123, Essex, MD 21221			6.4	8:00 AM	5:00 PM	Internship - Landscape				agcareers	
25	BrightView Landsc	4321 Old Milford Mill Rd, Pikesville, MD 21208			18	8:00 AM	5:00 PM	Landscape Services Int				talent	
	S A F F	1101 Russell St #5, Baltimore						Security/ Ishers &					

Keying Questions AM Employment AM Community CS Employment CS Community HJ Employment HJ Community

- Andy's interests and hobbies
 - Golf, Security, Pets, Outdoor
- Google job search
- Business outreach
- Include in Andy's DPD
- Application

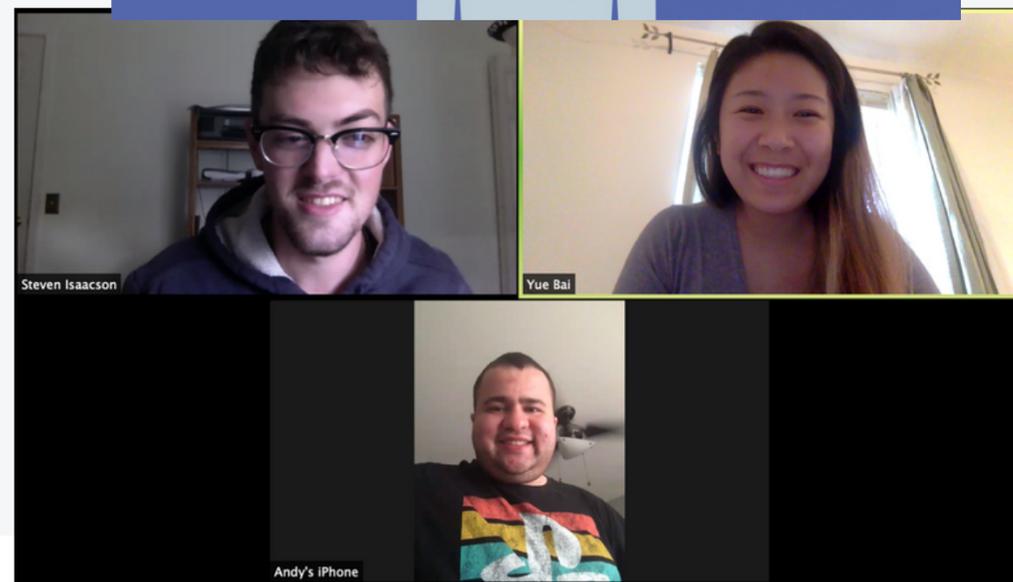
Services

Andy Individual Sessions

- Create bond with Andy and Steven
- Be mindful of Andy's likes/dislikes
- Business Surveying Project
- Create weekly DPDs
- Monitor Andy's schedule
- Friday family emails
- Apricot

MCS Virtual Group Lunch

- Collaborate and communicate with staff to create DPD
- Fun and creative ideas
- Multitask
- Observation



DPDs

Interview for Baltimore Country Club!

- How are you going to dress?
- Do we need to take a look at the website?
- How will you prepare mentally?
- Are you comfortable with knowing the description of this position?



KennedyKrieger.org

11.23

Andy Individual Sessions

- Mindfulness, In the News
- Budget
- Useful professional skills
- Employment Plan

What are some tips to time manage?

- Have a to-do list
- Set a time limit
- Use technological tools
 - Google Calendar
- Focus on one task at a time
- Avoid perfection
- Plan ahead!!



KennedyKrieger.org

11.9

Employment Plan

1. Research local businesses
2. Outreach
3. Job opening exploration
4. Applying
5. Follow up



KennedyKrieger.org

11.2

CCBC (Essex) Security Position - The Next Step

1. Follow-up email after submitting application
2. Research and prepare for interview



KennedyKrieger.org

Follow-up email

- Get hiring manager's details-[CCBC HR Department](#)
- Use clear subject line
- Be brief and professional
- Focus on your qualifications
- Include your materials
- Ask questions
- Proofread!



KennedyKrieger.org

Research

- 1) [The skills and experience the company values](#)
- 2) [Key players of the organization](#)
- 3) [The company's culture, mission, values](#)
- 4) The person interviewing you
- 5) Recent news and events
- 6) [General Policies and Procedures](#)
- 7) [Background information](#)



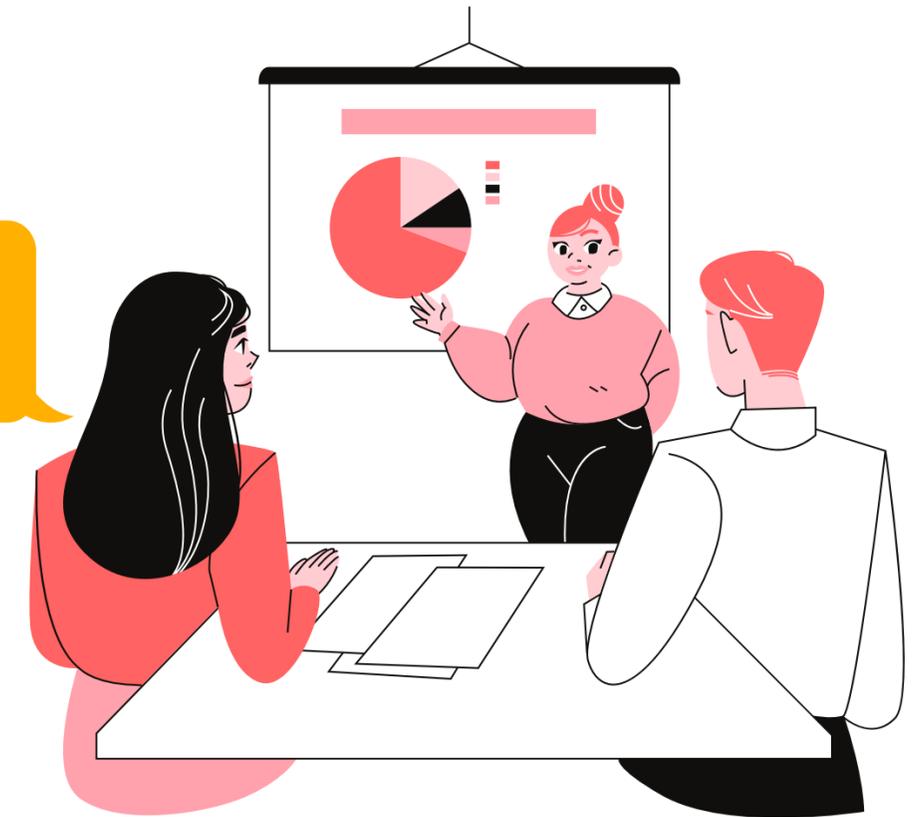
KennedyKrieger.org

Interviews

UMBC Interns were able to select five people to interview; two Kennedy Krieger employees, one MCS staff, one community member, one community member parent. I decided to interview Laurel Groh, Andrea Heyman, Steven Isaacson, John Perry, and Brandi Mellott. We were able to conclude three overarching themes from these interviews:

- 1 Relationship Building
 - Personal and community connections
- 2 Meaningful Work
 - What sets Kennedy Krieger Institute separately from other employers
- 3 Place for Growth
 - Fun, exciting, and challenging
 - Learning and growing experience

3 Takeaways



Stay attentive to surroundings and always plan ahead.

Don't fret— Use your resources!

Always think introspectively but don't be too hard on yourself.

Dear future interns:

Congratulations! And welcome to CORE Foundations, the experience of a lifetime! You should be very proud of yourself for making it this far. I know how you must be feeling. Anxious, nervous, uncertain, excited. These feelings are normal, I promise. It is a transitional period in your college career. This might be your first taste of the real professional world, or this might even be your first internship like for me. I can relate to your worries, but I want to assure you that you have nothing to worry about! Please do not think you're alone in this experience. You have to best support system by your side. Rebecca, Becca, Cass, and Stacey are all truly amazing and they will not hesitate once to give you a helping hand. If I were to give you the biggest piece of advice, it would be to never hesitate to ask any questions. Or even reach out if you just want someone to talk to. Don't be afraid to express your hesitations and worries to your supervisor. I promise you, it'll feel like a weight is lifted off your chest. And don't forget about your fellow interns! You guys are all in this together so use each other as a resource. This is a big opportunity to learn about yourself. You will be faced with challenges and hesitations but don't let that put you down! Everything will be alright at the end of the day. You aren't doing this for anyone but yourself. You might not be used to a professional setting, so you might feel like a lot is expected from you. Try your hardest, but please don't forget that everyone makes mistakes! Always think introspectively and think about how you could've done better, because there's always room for improvement, but please don't be too hard on yourself. You've got this and good luck!

Thank you!



Rebecca Schmaus, Steven Isaacson, Stacey
Herman, Cassidy Love, Becca Colangelo,
Professor Cozart, Vanessa, Sumaiyah