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
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.
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
Kennedy Krieger Institute

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?

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!!

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

CCBC (Essex) Security Position - The Next Step
1. Follow-up email after submitting application
2. Research and prepare for interview

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!

Research
1) The skills and experience the company values
2) Key players in 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
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