

# THE ALUMNI CONNECTION

The Urban Alliance Foundation



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## Special Points of Interest:

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## HOW TO: GET A SUMMER INTERNSHIP

February is already here, which means that for many of you, it's that time again to start applying for summer internships. While it's technically still winter and spring hasn't even arrived yet, this is the best time to start thinking about your upcoming summer internship. Don't wait for summer to apply as you might just be too late! Keep reading to learn tips on how to acquire that coveted summer internship!

### Make a list.

To help narrow your search, list your "must-haves" of an internship and consider the following: city, paid or unpaid, full-time or part-time, for school credit or not, what field of work, and what skills you hope to acquire.

### Research.

Contact your school's Career Development Office for internship leads, look into large companies in the city you hope to intern in, and even inform your family and friends to have an ear out for internship opportunities for you.

### Get creative.

Don't just focus on large

corporations but consider museums, art galleries, non-profit centers, publishing houses, religious organizations, or even your own school.

### Take a stroll.

Consider making hard copies of your résumé and go for a walk around your city. Stroll along commercial areas and if a business you pass by sounds great, walk in, and ask if they have any summer internship opportunities. Remember, it's harder for someone to tell you know in person than online or by phone so put your best foot forward and give it a shot!

### Don't get discouraged.

If you discover that your dream workplace does not offer internships or you missed the deadline, don't give up. Research which department and whom you would like to work under to contact them directly. Introduce yourself, include your talents, polished résumé, and ask if he/she would be willing to take you on as an intern. The worst thing they could say is, "No."

### Make sure you can do it!

Most companies do not want

to invest in an intern that is just available for a small fraction of the summer. You must make yourself available so that you can commit to the length of the internship.

### Revise that résumé.

Remember that you will be *competing* for this internship. That means that simply applying doesn't guarantee that you will get the opportunity so you must try to outshine the competition.

### Make contact.

Once you apply for the internship, contact the human resources department and find out who is in charge of hiring. Then write a handwritten note to that employee thanking them for his/her consideration for the internship, briefly sharing why you would be great for the job.

### Don't apply to just one!

Apply to several internships to increase your chances in getting an interview that may lead to an internship.

### Prepare for that interview!

Research ahead of time



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### DC COLLEGE INTERNSHIP PROGRAM UPDATE

You should have received an email from the Alumni Services Team urging you to register to the Summer Youth Employment Program (SYEP) on Friday, January 27th. SYEP has already reached its capacity but is still allowing participants to register only are being waitlisted. If you are interested in participating in the 2012 College Internship Program (CIP), identify yourself as part of one of the following categories and complete the tasks accordingly. If you are still unsure which category applies to you, contact the Alumni Services Team at alumni@theurbanalliance.org.



#### SYEP (and subsequently CIP) Eligibility Requirements:

- Be a DC Resident
- Be between the ages of 14-21
- Have a valid email address
- Have a valid Social Security Number

#### Important SYEP links:

SYEP general information: <http://does.dc.gov/does/cwp/view,a,1232,q,644003.asp>

SYEP Eligibility Document Checklist:

[http://does.dc.gov/does/frames.asp?doc=/does/lib/does/frames/SYEP\\_Eligibility\\_Checklist\\_2012\\_FINAL.pdf](http://does.dc.gov/does/frames.asp?doc=/does/lib/does/frames/SYEP_Eligibility_Checklist_2012_FINAL.pdf)

SYEP Certification Event Schedule:

[http://does.dc.gov/does/frames.asp?doc=/does/lib/does/frames/SYEP\\_Certification\\_Schedule\\_2012\\_FINAL.pdf](http://does.dc.gov/does/frames.asp?doc=/does/lib/does/frames/SYEP_Certification_Schedule_2012_FINAL.pdf)

SYEP Registration Website: <https://summerjobs.dc.gov/youthreg.aspx>

### IF YOU REGISTERED FOR SYEP:

Step One	Step Two	Step Three
Forward your SYEP confirmation email to the Alumni Services Team at alumni@theurbanalliance.org immediately.	Once you have forwarded your SYEP confirmation email, the Alumni Services Team will email you a CIP Interest Survey. Complete it ASAP.	<ul style="list-style-type: none"> <li>• Present your certification documents at an SYEP Certification Event.</li> <li>• Read all emails from SYEP and Alumni Services Team.</li> <li>• Contact the Alumni Services Team with any questions or concerns about the registration process.</li> </ul>

### IF YOU HAVE NOT REGISTERED FOR SYEP:

Step One	Step Two	Step Three
Register for SYEP at the following website to be <b>waitlisted</b> for the program: <a href="https://summerjobs.dc.gov/youthreg.aspx">https://summerjobs.dc.gov/youthreg.aspx</a>	Forward your SYEP waitlist confirmation email to alumni@theurbanalliance.org and the Alumni Services Team will email you a CIP Interest Survey. Return it ASAP.	<ul style="list-style-type: none"> <li>• Present your certification documents at an SYEP certification Event.</li> <li>• Read all emails from SYEP and Alumni Services Team.</li> <li>• Contact the Alumni Services Team with any questions or concerns about the registration process.</li> </ul>

### IF YOU ARE NOT ELIGIBLE FOR SYEP:

Step One	Step Two	Step Three
Contact the Alumni Services Team at alumni@theurbanalliance.org requesting assistance in finding internship leads.	Read "Tips to Securing a Summer Internship" on page 1 and continued on page 3.	Communicate regularly with the Alumni Services Team regarding your search for an internship.



## ALUMNI SPOTLIGHT: DC ALUMNUS REGGIE TARVER II '09

For **2009 DC Alumnus Reggie Tarver II**, balance is the key to success.

It was during his high school internship that Reggie learned valuable lessons about time management and prioritizing. As an Intern at Corporate Executive Board in the Meetings department, Reggie practiced making “responsible decisions about which task took precedence over the next.” He believes that these skills are “essential for any person, let alone a college student or employee.” Since interning at CEB, Reggie has participated in the College Internship Program (CIP) for two summers.

First, as a Video Fellow with Energy Action Coalition, Reggie used the video and music skills he gained in high school to create and share videos that visually conveyed the organization’s mission of bringing awareness about, and advocating for, clean energy and a clean environment. The next summer, Reggie worked as an IT Intern with The Center for Association Leadership. The responsibilities of this experience came natural to Reggie, who considers himself to be “a bit of a tech-head.”

While computers and technology are an undeniable

strength of his, Reggie’s ultimate passion is music. He is currently majoring in Music with a concentration in Sound Recording. His primary instrument is the Alto Saxophone, but he is also a skilled keyboardist. In choosing to attend Elizabeth City State Reggie explains, “I wanted to go to school where I could study music, sound recording, and also be a part of a historically black school’s marching band.” Reggie is doing this and more; he is a member of the University Symphonic and Marching Band, the Collegians Jazz Ensemble, and of the band TiME Moves that he started with his cousin.

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*“I can honestly say that I have become a better musician since I’ve been in college.”*

- 2009 Alumnus Reggie Tarver II

## HOW TO CONTINUED

about the organization’s mission. Make sure you understand the tasks of the internship that you are applying for so that you can speak to why you would be a great fit. Contact your Alumni Services Team to hold a mock interview before the big day at [alumni@theurbanalliance.org](mailto:alumni@theurbanalliance.org) or check out the following site for interview tips:

[http://www.dosomething.org/tipsandtools/11-tips-a-](http://www.dosomething.org/tipsandtools/11-tips-a-successful-interview)

[successful-interview](#).

### Write a thank you card.

Whether you had a phone or face-to-face interview, be sure to write a thank you card to that individual. Thank him/her for his/her time and again, share your enthusiasm for the opportunity. Even consider writing his/her assistant as well if you were in touch with them often when scheduling the interview. After all, they

might have a say in whom they liked from the applicant pool. You never know who your gatekeepers might be.

### Check out these internship websites for excellent leads:

- [www.internships.com](http://www.internships.com)
- [www.idealists.org](http://www.idealists.org)
- [www.internshipprograms.com](http://www.internshipprograms.com)

### Sources:

<http://www.dosomething.org/tipsandtools/11-ways-get-a-summer-internship>



## UA in Pictures!



From left to right: UA Intern Kevohn McCormick, White House Correspondent Mike Allen, UA Alumnus Jaren Davis, House Minority Leader and Former Speaker of the House Nancy Pelosi, UA Alumnae Wendy Guerrero and Minahil Bajwa, and Alumni Services Coordinator Shanita Conley pose for a picture after the Bank of America Politico Playbook Breakfast.

## THE ALUMNI CONNECTION

### NEW BALTIMORE PROGRAM COORDINATOR!

**Natasha Muhammad** is dedicated to service and making sure young people have the supports they need to be successful in life. Prior to joining Urban Alliance, she demonstrated her commitment to Baltimore youth by serving as Founder and Executive Director of Engaging Youth Entrepreneurs (EYE) for Change for four years. She helped students develop entrepreneurial, financial and leadership skills. She's a Practical MoneySkills for Life

"Innovative Educator" award winner. Currently, she continues her volunteer service at EVOKU Actualized Global Leadership Experience (EAGLE) and other non profit organizations in the community. Natasha is a certified Program Coordinator through Maryland Mentoring Partnership and holds a Bachelor of Science degree in Marketing from Morgan State University. She is excited about the opportunities at Urban Alliance and continuing the work she is most passionate about.



**Pictured: Baltimore Program Coordinator Natasha Muhammad**



### CALLING ALL BALTIMORE ALUMNI!

The Alumni Services Team wants YOU to participate in a focus group to help us provide the best services possible to Baltimore Alumni. You will be compensated for your time and snacks will be provided. If you are interested in participating in the Baltimore Alumni Focus Group, please email [alumni@theurbanalliance.org](mailto:alumni@theurbanalliance.org) by **Friday, February 17, 2012**. Once slots are filled, we will coordinate with participants to determine the best day and time to meet.

### BALTIMORE HOLIDAY PARTY

On January 18, 2012, Urban Alliance Mentors, Interns, staff, and Alumni gathered for the Annual Holiday Party to honor the commitment of Mentors, school staff, and community partners to the Baltimore Program. The party also gave current Interns the opportunity to network with Baltimore Alumni.

Thank you again to all involved in making the Baltimore Program amazing!



**Baltimore Alumnae pictured clockwise: Angelique Hazzard, Courtney DeV Vaughn, Courtney Redd, Chrissy Gibson, Morgan Ayers, and Brittany Diggs**

### THE BALTIMORE OFFICE HAS MOVED

The new UA Baltimore office is located in the Union Mill building at 1500 Union Avenue, Baltimore, MD 21211. The 19th-century loft building was once occupied by a textile company but now, the newly renovated Union Mill building provides affordable housing for teachers and commercial space for nonprofit organizations, gathering like-minded organizations in one location.



**The Renovated Union Mill building sits at 1500 Union Ave. in Baltimore, MD.**





Employing Youth. Inspiring Excellence.

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## THE URBAN ALLIANCE FOUNDATION

Urban Alliance Foundation, Inc. is a 501 (c) (3) organization and our mission is to empower under-resourced youth to aspire, work, and succeed through paid internships, formal training, and mentoring. Founded in 1996 by a small group of business leaders to create employment and educational opportunities for economically disadvantaged youth, we serve youth throughout the District of Columbia and since fall 2008, Baltimore City. Through three distinct programs, the High School Internship Program, Alumni Services, and Curriculum Outreach, we provide resources to our youth to successfully transition from high school to college or career training, and ultimately to the working world. To learn more about Urban Alliance, visit [www.theurbanalliance.org](http://www.theurbanalliance.org).



In honor of Black History Month, Howard University and [Green For All](#), are hosting an exciting networking event Feb. 23rd called, “**Green is the New Black, A Symposium.**” This event will include a Green Job Fair and a Networking Dinner with special guests.

For more information and/or to RSVP, email the Alumni Services Team at [alumni@theurbanalliance.org](mailto:alumni@theurbanalliance.org)

## ALUMNI CONT.

Despite what may seem like a packed schedule, Reggie maintained a 3.47 GPA last semester, an accomplishment he attributes to proper college life balance and

responsibility prioritization. “I’ve learned over time that to be able to fully appreciate your college education, you must be able to enjoy it as well;” Reggie reflects, “I am able to study while being engaged in many activities as well; my stress relief is definitely creating

music and performing with my band.”

Reggie looks forward to composing and producing music for recording artists, animated films, and video games. He credits UA for his

“professional network [that] has been a main resource for his professional development.”

We wish Reggie nothing but the best!

## UPCOMING JOB FAIRS

**The Job Fair of Washington DC** at Embassy Suites Tysons Corner at 851 Leesburg Pike, Vienna, VA 22182

- Wednesday, February 29th from 10:00 AM-1:00 PM
- <http://www.dcjobs.com/calendar.asp?page-mode=5&month=2&year=2012&eid=15928>

**IBM Recruitment Open House** at The Westin BWI, 1110 Old Elkridge Landing Road, Linthicum Heights, MD

- Thursday, February 16th from 10:00 AM-3 PM
- <http://ibmexpo.com/>

**Government & Nonprofit**

**Expo** at Georgetown University Hotel and Conference Center

- Friday, February 17th from 10:00 AM-3:00 PM
- [www.careerweb.georgetown.edu](http://www.careerweb.georgetown.edu)
- The expo is only open to students and alumni of the consortium schools listed below:
- Georgetown University, U of VA, University of Richmond, New York University’s Wasserman Center for Career Development and the Robert F. Wagner Graduate School of Public Service, the College of William & Mary, and Swarthmore College

**The Job Fair of Washington DC** at Embassy Suites Tysons Corner on 8517 Leesburg Pike, Vienna, VA 22182

- Wednesday, February 29th from 10:00 AM-1:00 PM
- Preregister online at [www.catalystcareergroup.com](http://www.catalystcareergroup.com) or by emailing your resume to [info@catalystcareergroup.com](mailto:info@catalystcareergroup.com)
- More info at [www.DCJOBS.com](http://www.DCJOBS.com)



Did you know that only 1 in 10 students from a low-income community will graduate from college? You can change this! Join [Teach For America](#), the national corps of outstanding recent college graduates and professionals—of all majors, backgrounds, and career interests—who commit to teach for two years in urban and rural low-income communities and become lifelong leaders in expanding educational opportunity. [APPLY NOW](#) to the 2012 Teach For America corps. **FINAL APPLICATION DEADLINE: Friday, February 10<sup>th</sup>, 2012.** For more information on applying, please contact **Molly Ellenberg Friedland** at [molly.ellenberg@teachforamerica.org](mailto:molly.ellenberg@teachforamerica.org) or 212.279.2090 x21159.