

LOCATING HUMAN RESOURCES

Student Name:

Date:

1. Using the staff directory from your school, locate at least two staff members whom you plan to ask for information on your topic. List two questions you plan to ask.

2. Think about the Howard County Public School System Central Office personnel. Visit their website at www.hcpss.org to determine if there is a department that might aid in your work. Also visit the websites of Howard County Chamber of Commerce <http://howard.wliinc2.com/> and other government agencies, which might be sources for contacts (Howard County Information and Referral Service (410) 313-3000 (www.co.ho.md.us)).

3. Use the Howard County and Maryland telephone book systems online to locate state agencies, which might be of help. Use the District of Columbia phone books to locate Federal agencies. All of these are currently online and could be found through a Google search for "Yellow Pages." With our proximity to Baltimore, Annapolis, and D.C., there are numerous sources to uncover. List two that you located.

4. Use the University of Maryland System and the other colleges in our area (including D.C.) to search for human resources. Visit the website of the Institution and look for the department chairperson in your interest area. **Is there a professor conducting research in your field of interest? Is one of these schools on your wishlist of colleges/universities?**

University of Maryland System of Schools:

Bowie State University

Coppin State University

Frostburg State University

Salisbury University

Towson University

University of Baltimore

University of Maryland, Baltimore

University of Maryland, Baltimore County

University of Maryland, College Park

University of Maryland Eastern Shore

University of Maryland University College

University of Maryland Center for Environmental Science

University of Maryland Biotechnology Institute

Johns Hopkins University (undergraduate, graduate, and medical programs)

Loyola College

St. Mary's College of Maryland
Washington College
Goucher College
College of Notre Dame
Stevenson University
Morgan State
Baltimore Hebrew University
Hood College
McDaniel College
Mt. St. Mary's University
Community College of Baltimore
Howard Community College
Community College of Baltimore County
Anne Arundel Community College
Carroll Community College
Capitol College (technology): Laurel
Business and Technology Training Center
Tai Sophia Institute: Laurel
Maryland Institute College of Art
Broadcasting Institute of MD
Baltimore International Culinary School

5. Call/email local societies such as historical (county, city, state), Engineers' Society, Women's Business Network, Baltimore Writer's Alliance. There are societies for many groups which exist; societies form around issues of gender, ethnicity, professionalism, social issues, etc. List 2 examples.

Don't forget – you're sending out business letters and using the *Encyclopedia of Associations*. These may net you some human resources as well!