Let’s Get to Know YOU!

Name

Favorite Hobby

Major

What do YOU hope to get out of this workshop?
Topics we will cover:

- Benefits of an Internship
- Internship Search Strategies
- How to Secure an Internship
- Best practices during an Internship
- How to Leave a Lasting Impression
- How to add Internship Experience to your Resume
What’s an Internship?

- An internship is a form of **experiential learning** that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. (NACE)

- Experiential Learning is the process of leaning through experience, and is more specifically defined as **learning by doing**.

- Internship programs should benefit both the student and the organization.
I see and I forget.
I hear and I remember.
I do and I understand.
— Confucius

The Cone of Learning

After 2 weeks, we tend to remember...

- 10% of what we READ
- 20% of what we HEAR
- 30% of what we SEE
- 50% of what we SEE & HEAR
- 70% of what we SAY
- 90% of what we SAY & DO

Source: Edgar Dale (1969)
Types of Experiential Learning

- Internships
- Co-Op
- Clubs & Organizations
- Externships
- Volunteering
- Service Learning
- Practicums
- Fellowships
- Apprenticeships
- Simulations
- Game/Role-playing
- Clinical Experiences
- Field Work
- Undergraduate Research

UTSA Career Edge
Internship Quick Reference

→ Internships can be paid or unpaid
→ For academic credit v. not-for-credit
→ Structured v. unstructured
  → formal applications, deadlines, set dates, and tight supervision
  → you’re introduced a friend of a friend who has a small record label you can work at for an unspecified amount of time
→ Applying directly to internship site v. 3rd party provider
→ Most internships last between 7-12 weeks or the duration of a semester or quarter
→ Typically a one time experience
→ Internships vary in quality
→ Virtual internships do exist
  → Supervision is key (ask about it)
Why are Internships so Important?
Benefits of an Internship

- Familiarity within the Industry
- Expand Professional Network
- Increased Marketability to Employers
- Build up your Resume
- Confirm Your Career Direction
- Increased Confidence
Influence of an Internship

<table>
<thead>
<tr>
<th>Attribute Employer Seeks on Resume</th>
<th>% of Respondents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Problem-solving skills</td>
<td>82.9%</td>
</tr>
<tr>
<td>Ability to work in a team</td>
<td>82.9%</td>
</tr>
<tr>
<td>Communication skills (written)</td>
<td>80.3%</td>
</tr>
<tr>
<td>Leadership</td>
<td>72.6%</td>
</tr>
<tr>
<td>Strong work ethic</td>
<td>68.4%</td>
</tr>
<tr>
<td>Analytical/quantitative skills</td>
<td>67.5%</td>
</tr>
<tr>
<td>Communication skills (verbal)</td>
<td>67.5%</td>
</tr>
<tr>
<td>Initiative</td>
<td>67.5%</td>
</tr>
<tr>
<td>Detail-oriented</td>
<td>64.1%</td>
</tr>
<tr>
<td>Flexibility/adaptability</td>
<td>60.7%</td>
</tr>
<tr>
<td>Technical skills</td>
<td>59.8%</td>
</tr>
<tr>
<td>Interpersonal skills (relates well to others)</td>
<td>54.7%</td>
</tr>
<tr>
<td>Computer skills</td>
<td>48.7%</td>
</tr>
<tr>
<td>Organizational ability</td>
<td>48.7%</td>
</tr>
<tr>
<td>Strategic planning skills</td>
<td>39.3%</td>
</tr>
<tr>
<td>Creativity</td>
<td>29.1%</td>
</tr>
<tr>
<td>Friendly/outgoing personality</td>
<td>27.4%</td>
</tr>
<tr>
<td>Tactfulness</td>
<td>22.2%</td>
</tr>
<tr>
<td>Entrepreneurial skills/risk-taker</td>
<td>19.7%</td>
</tr>
<tr>
<td>Fluency in a foreign language</td>
<td>4.3%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Attribute</th>
<th>2018 Average Influence Rating*</th>
<th>2017 Average Influence Rating*</th>
<th>2016 Average Influence Rating*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has completed an internship with your organization</td>
<td>4.6</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Has internship experience in your industry</td>
<td>4.4</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Major</td>
<td>3.8</td>
<td>4.0</td>
<td>4.0</td>
</tr>
<tr>
<td>Has held a leadership position</td>
<td>3.7</td>
<td>3.9</td>
<td>3.9</td>
</tr>
<tr>
<td>Has general work experience</td>
<td>3.7</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Has no work experience</td>
<td>3.4</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>High GPA (3.0 or above)</td>
<td>3.4</td>
<td>3.6</td>
<td>3.5</td>
</tr>
<tr>
<td>Has been involved in extracurricular activities (clubs, sports, student government, etc.)</td>
<td>3.3</td>
<td>3.6</td>
<td>3.6</td>
</tr>
<tr>
<td>School attended</td>
<td>2.8</td>
<td>2.9</td>
<td>2.9</td>
</tr>
<tr>
<td>Has done volunteer work</td>
<td>2.7</td>
<td>2.6</td>
<td>2.8</td>
</tr>
<tr>
<td>Is fluent in a foreign language</td>
<td>2.2</td>
<td>2.1</td>
<td>2.2</td>
</tr>
<tr>
<td>Has studied abroad</td>
<td>2.2</td>
<td>2.0</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Source: *Job Outlook 2018*, National Association of Colleges and Employers. *5-point scale where 1=No influence at all; 2=Not much influence; 3=Somewhat of an influence; 4=Very much influence; 5=Extreme influence.*

Participation in multiple internships in college helps students to secure employment or enter graduate school within six months of graduation.
Internship Process

1. Create a Internship Search Plan.
2. Resume & Cover Letter Review & Interview Prep
3. Apply and Tailor your resume to each Opportunity.
4. Interview and Accept a position!
5. Be a Rockstar Intern!
6. Reflect & Update Resume with Internship Experience
Internship Search Strategies

- Create a plan of action!
- Identify your area of interest and brainstorm key words for your search
- Start Early!

Online Resources:
- Handshake
- Career Center website
- Internships.com
- Wayup.com
- InternQueen.com
- LinkedIn Internships
- GoinGlobal
- Internweb

- Attend job fairs and conferences
- Network, network, network and let others know you are searching for your next opportunity
- Identify employers
- Talk with Professors
- Informational interviews
- Professional associations for your field (What to do with my Major)
- Volunteer
- Attend an Externship
Application Preparation

- Research the opportunity (position, organization, mission, market, trends, etc.)
- Prepare resume & cover letter (tailor to each opportunity)
- Gather references, portfolio, transcripts.
- Visit the Career Center
  - Resume & cover letter critique
  - Mock interview

Resources
- LinkedIn
- Company Website
- Salary.com
- Glassdoor.com
- Cost of Living Index
- VAULT Online Career Guide
- Google/Wikipedia
- Occupational Outlook Handbook
Top 10 Qualities an Employer looks for when hiring an Intern

1. Enthusiasm
2. Fit with organization
3. Hard-working
4. High quality work
5. Professionalism
6. Flexibility
7. Maturity
8. Independence
9. High quantity of work
10. Relevant work experience
Accepting an Internship Offer

- Consider your options.
- Once you’ve accept an internship, it is generally understood that you will withdraw your candidacy from other companies/organizations.
- It’s considered unethical to accept one offer, then later back out once you have received another.
- If you receive an offer from one company before hearing back from another, it is okay to ask for additional time to consider the offer, but be prepared to answer within the time frame you are given.
- A few questions you may wish to ask before you start:
  - Is there an office dress code (official or unofficial)?
  - Is there anything they need you to bring with you on the first day?
  - Confirm in writing your schedule, start and end dates, and the number of hours you will work
Be A Rock Star Intern!

- Treat it like a real, professional job (permanent)
- Be on time all the time
- Employers often hire interns and offer fulltime positions after they see work performance
- Ask questions and be willing to take on projects the employer asks you to do
- Set goals and share them with your supervisor (technical, soft skills)
- Be accountable

- Be proactive
- Foster relationships with professionals for future networking opportunities
- Keep track of your activities on the job and what you learn. This will help with your resume update and professional portfolio.
- Network, Network, Network!
- Informational Interviews!
Best Practices *After* an Internship

- **Obtain Feedback**
- **Create a lasting impression**
  - Thank individually all of the professional colleagues and supervisors summarizing your experience with them and obtaining their contact information
- **Express interest for future opportunities**
- **Reflect on your experience**
- **Add the experience to your resume**

- **Stay in touch with your network contacts**
- **Document Experiences**
  - Keep your contacts on file (LinkedIn) and record your experiences, accomplishments, and knowledge gained from the internship
- **Locate a Mentor**
- **Follow-up**
  - Periodically, contact your supervisors and colleagues for updates on the company, programs, and where you are in your career.
Reflecting on Your Internship

- **REFLECTION** can be one of the most important components of your internship experience.
- What did you learn? What skills can you apply to your future career?
- Select your method/s of reflection: Individual, group, written, visual, audio, artistic, etc.
- Areas to reflect may include:
  - Skills/Tasks
  - Outcomes
  - Goals
  - Mentoring
  - Diversity
  - Culture/Collegiality
  - Career Path
  - Building your Network
How to add the internship to your resume

- Include under “Professional Work Experience” or “Relevant Experience”
- List the Title, company name and time frame in which you interned.
- Begin descriptions with Action Verbs
  - CAR method (include #’s, % in outcomes)
    - Circumstance
    - Action
    - Result
- Choose your most relevant responsibilities to the job you’re applying to (look for keywords or phrases and try to match them on your resume).
- Highlight other leadership roles on campus

**RELATED EXPERIENCE**

Intern – Strength and Conditioning, ABC Athletic Department  
Spring 2015

- Assisted with implementation of sport specific strength and conditioning programs
- Tracked and monitored performance data weekly; provided data to assist in the implementation of short and long term performance plans
- Provided motivation and support in the weight room to 30+ students each week
- Maintained safe and clean environment
- Acquired working knowledge of US Olympic Committee strength and conditioning philosophy
Critical Thinking/Problem Solving
Able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.

Oral/Written Communications
Has public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively.

Teamwork and Collaboration
Able to work within a team structure, and can negotiate and manage conflict.

Digital Technology
Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals.

Leadership
Able to assess and manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.

Professionalism/Work Ethic
Demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes.

Career Management
Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identify areas necessary for professional growth.

Global/Intercultural Fluency
Demonstrates, openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals’ differences.
My Internship Plan (Activity Time)

1. Search Plan
2. Application Preparation
3. Interview Preparation
4. Internship Acceptance
5. Rock Star Intern
6. Internship Reflection & Application
Questions?
Thank You!

Connect with us at:

“UTSACareer”