An internship is a learning experience in which one applies knowledge gained in the classroom in a professional setting.

**Characteristics of an Internship:**
- Defined beginning & end (typically one semester)
- Identified learning objectives/goals
- Supervision & feedback provided by a professional
- Professional skill building

**Types:**
- For-credit & Non-Credit
- Paid & Unpaid
- Virtual & In-person

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**What are my options?**

**For-credit**
1. Discuss with your Academic Advisor.
2. Review Department website for Internship Requirements.
3. Identify Department Internship Coordinator/Faculty Instructor.
4. Visit the University Career Center for search and preparation assistance.

**Non-credit**
1. Visit the University Career Center for search and preparation assistance.
2. Review Department of Labor Standards on internships.
3. Request to have your internship added to your transcript.

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**What can an Internship do for me?**

**For-credit**
- Build valuable skills
- Create career connections
- Clarify career direction

**Non-credit**
- Increase future opportunities
- Build confidence
- Enhance your resume

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Source • The University of Texas at San Antonio University Career Center
When should I start?
Finding and securing an Internship is a process, so **start early**! Begin your search at least 6–8 months prior to when you want to participate in the internship. Create a plan and timeline to organize your search and devote time to preparing your application materials. Remember, the Career Center is available to help you along the way!

Where should I look?

**Online Search Engines**
- UTSA Resources:
  - Handshake
  - Career Shift
  - Interstride & GoinGlobal (International)
- Additional Resources:
  - LinkedIn Internships
  - Indeed.com (#college)
  - Internships.com

**Connect with People**
- Virtual Career Fairs & Events
- Professors, Academic Advisors, Career Counselors
- UTSA Alumni & Industry Professionals
- Family & peers

The more people you tell about your search the more likely you are to find an opportunity!

What if I cannot find an internship in my field?
Consider additional options! There are many experiential learning opportunities beyond internships that you may want to consider such as Engaged Learning, Research, Industry Projects, or finding a Career Mentor through the Roadrunner Network.

How do I successfully secure an internship?

1. Create a competitive resume & cover letter, utilizing the Career Center resources:
   - Resume samples
   - Vmock – instant resume feedback
   - Resume review with a a career counselor:
     - Virtual Drop-ins – Tuesdays & Wednesdays 3–6pm
     - Schedule appointment via Handshake
2. Prepare for your internship interview!
   - Practice, practice, practice!
     - Interview Stream – virtual interview practice
     - Schedule a Mock Interview with a Career Counselor on Handshake

**Source** • The University of Texas at San Antonio University Career Center
How can I highlight my strengths as a Transfer Student?

1. First identify skills you have developed transitioning from one school to the next (i.e. high school to first institution, new jobs, classes, activities).
2. Then speak to these strengths throughout your resume and interview. Everyone has a story, explain how this experience has made you a stronger candidate.
3. Give examples of when you have adapted to a new setting, inquired about a new process, advocated for your interests, managed your time wisely, solved a challenge during your transition, or adjusted to a new culture or process.
4. Talk to a Career Counselor if you need help putting these experiences into your resume or articulating during an interview.

What are my next steps?

Create a plan & write it down!

Step 1: Identify an area of interest
What Can I Do with This Major? is a great tool for this.
Step 2: Research opportunities
Step 3: Identify your strengths as a transfer student
Step 4: Prepare your application materials
Step 5: Set internship goals

Take time to reflect along the way. Revisit your internship goals often. It is okay to reset your goals and pivot in a new direction.

How can I be successful during my Internship?

1. Identify what you want to accomplish during your internship. Set 2–3 SMART goals and share them with your supervisor.
2. Be professional at all times. Confirm attire & communication expectations.
3. Express enthusiasm and passion in your work and go the extra mile by volunteering for projects.
4. Spend time developing professional relationships with colleagues. Internships can often lead to additional opportunities within your network.
5. Keep track of your activities and accomplishments. Maintain open communication with your supervisor on progress of goals and areas of growth.
6. After your internship, reflect on your experience and add it to your resume. Thank your supervisor for his/her support and stay in touch with your network contacts.

Source • The University of Texas at San Antonio University Career Center