

# ACOB Student Guide to Gaining Experience



## Why gain work-related experience during college?

Experiences can help you:

- Explore career options
- Gain new skills
- Get familiar with an industry
- Expand your professional network
- Enhance your resume
- Increase future opportunities
- Build confidence in a field of interest

## What opportunities are available for business students?

### Research & Innovation

Pre-PhD Program

Undergraduate Research

Entrepreneurship & Projects

### Service & Community Learning

UTSA Engaged

### Global and Intercultural Fluency

Signature Global Experiences

Intercultural Exploration Activities

Global Exchanges

Immersions

### Professional Development & Leadership

Career Action Program

Academic Credit Internships

Non-Credit Internships

Student Organizations

Leadership & Volunteerism

Micro Internships

Career Mentorship

### Living Learning Community

Available for first year students

pursuing a business degree



# Additional Opportunities

- Business Honors- research, internships, events, high impact experiences
- Najim Strategist Project - solve real world problems with industry partners

## How do I get involved?

1. Click on the individual links on page 1 and 2 for more information about each opportunity and how to get involved.
2. If you are interested in participating in an internship for credit, review your program criteria and next steps here.

## When should I start?

Finding and securing an experience is a process, so **start early!** Begin your search at least 6–8 months prior to when you want to participate in the experience. This will give you time to register for the course or apply for the experience if necessary. Remember, the Center for Student Professional Development and the University Career Center are available to help you along the way!

## Where can I find a site for my experience?

### Online Search Engines

- Handshake
  - Internships, projects
- GoinGlobal
  - International Internships
- Interstride
  - International student support
- LinkedIn
  - Internships, career mentorship
- RowdyLink
  - Leadership, Student Orgs, & Volunteering
- UTSA Engaged
  - Community Engaged Learning
- Student Opportunity Center
  - Undergraduate Research
- Entrepreneurship
  - Competitions
- Micro-internships
  - Paid projects

### In-Person Connections

- Talk with people you come in contact with: Professors, Academic Advisors, the CSPD, Career Counselors, Coaches, Mentors, Family, Friends, and UTSA Alumni
- Attend Events–Career Events, Expos, and Networking events

# What are my next steps?

- Step 1:** Identify an area of interest with: What Can I Do with This Major?
- Step 2:** Explore your options. Which opportunity best aligns with your interests?
- Step 3:** Identify any application requirements.
- Step 4:** Prepare your application materials. Visit the University Career Center for help.
- Step 5:** Set goals for your experience. What do you hope to gain from it?

## How do I successfully secure an experience?

- 1.If your experience includes an application process, create a competitive resume & cover letter utilizing the Career Center resources:
  - Resume samples
  - Vmock– instant resume feedback
  - Resume review with a career counselor:
    - Virtual Drop-ins via Zoom –Tuesdays & Wednesdays 4–6pm
    - Schedule appointment via Handshake

**Tailor your resume and cover letter to each description!**
- 2.If your experience requires an interview, prepare for it with the resources below.
  - Practice, practice, practice!
    - Interview Stream– virtual interview practice
    - Schedule a Mock Interview with a Career Counselor on Handshake

## How can I be successful during my experience?

1. Identify a couple things that you want to accomplish. Do you want to gain skills? Knowledge? Review marketable skills that are beneficial for your major.
- 2.Set 2–3 SMART goals and share them with your supervisor.
- 3.Be professional at all times. Confirm attire & communication expectations.
- 4.Express enthusiasm and passion in your work and go the extra mile by volunteering for projects.
- 5.Spend time developing professional relationships with colleagues. Experiences can often lead to additional opportunities within your network.
- 6.Keep track of your activities and accomplishments. Maintain open communication with your supervisor on progress of your goals and areas you want to grow.
- 7.After your experience, **reflect** on what you learned and add it to your resume. What marketable skills did you gain from your experience? How will you use those skills in the future?
8. Thank your supervisor for their support and stay in touch with network contacts.