

# CEID Student Guide to Gaining Experience

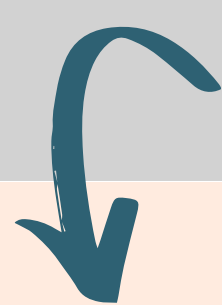


## Why gain work-related experience during college?

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 your confidence in a field of interest

## What are my options?



### College Specific Experiences

- [Study Abroad](#)
- [Engineering Internships and Co-ops](#)
- [Professional Development](#)
- [Student Organizations](#)
- [Focused Interest Group](#)
- [Undergraduate Research](#)



### Co-Curricular Experiences

- [Leadership & Volunteerism](#)
- [Entrepreneurship](#)
- [Industry Projects](#)
- [Research and Innovation](#)

## How do I get involved?

Click on the individual links above for more information. Visit your department website on page 2 or course catalog for available offerings and electives.



# CEID Departments

## Biomedical

- Electives:
  - Internship
  - Research
- Undergraduate Research
- Research Labs
- Student Chapter
- Seminars

## Chemical

- Electives:
  - Research
  - Internship
- Research Labs

## Civil, Environmental, & Construction Management

- Professional Organizations & Student Competitions
- Research Labs
- Study Abroad
- Seminars

## Engineering Education

- Engineering Education Certificate
- Career Technology & Engineering Teaching Certificate

## Mechanical

- Student Organizations
- Research Labs
- Seminars
- Fellowship & Research for Grad Students

## Electrical & Computer

- Student Organizations
- Assistantships
- Research Areas
- Undergraduate Research

## Architecture & Planning

- Required signature abroad or internship
- Student Organizations

# Registering for a Credit Experience

You can request to receive credit for an experience or complete one on your own.  
To request credit:

1. Discuss course options with your Academic Advisor.
2. Review your Department website for a research/ internship request form and identify a faculty advisor to supervise your experience.
3. Identify the research/internship that you are interested in participating in and complete the research/internship request form.
4. Connect with the Student Success Center and the University Career Center for search and preparation assistance.

## 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 Student Success Center and the University Career Center are available to help you along the way!

## Where should I look?

### Online Search Engines

- Handshake
  - Internships, projects
- GoinGlobal
  - International Internships
- Interstride
  - International student support
- LinkedIn
  - Internships, career mentorship
- RowdyLink
  - Leadership & Student Orgs
- Student Opportunity Center
  - Undergraduate Research
- Study Abroad
- Entrepreneurship – Competitions
- Micro-internships– paid projects

### In-Person Connections

- People you come in contact with
  - Professors
  - Academic Advisors
  - Career Counselors
  - Coaches
  - Mentors
  - Family
  - Friends
- Find Events in Handshake
  - Career Expos/Networking events
  - Seminars
- UTSA Alumni
  - Roadrunner Network
  - LinkedIn

# 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 what you want to accomplish during your experience. 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 goals and areas of growth.
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.