

COEHD Student Guide to Gaining Experience

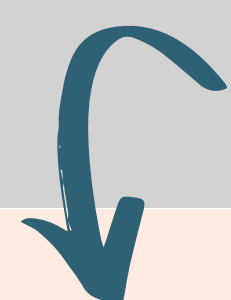


Why gain work-related experience during college?

Experiences can help you:

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

What are my options?



For-credit Experiences

- Clinical teaching
- Field Experience
- Practicum
- Internship
- Independent Study
- Study Abroad
- Research

Co-Curricular Experiences

- Internships
- Leadership & Volunteerism
- Student Organizations/Involvement
- Community Engaged Learning
- Entrepreneurship & Projects
- Research & Innovation



How do I get involved?

Visit the [COEHD website](#) for available course offerings for your program. See page 2 for a list of COEHD programs.

Click on the individual links above for more information on co-curricular experiences. Skip to page 3 for tips on securing these experiences.

Undergraduate Programs

Interdisciplinary Learning & Teaching

- Required Clinical teaching
- Student Organizations

Bicultural- Bilingual Studies

- Internship/Practicum required
- Independent Study
- Student Organizations

Race, Ethnicity, Gender, & Sexuality

- Internship
- Independent Study

Graduate Programs

Counseling

- Required Clinical practicum and internship

Educational Psychology

- Required Internship practicum

Educational Leadership & Policy Studies

- Required Internship

Professional Preparation & Partnerships

- Certification Programs
- Field Experiences
- Clinical Teaching
- Residency Program
- TExES
- Teacher Preparation Handbook

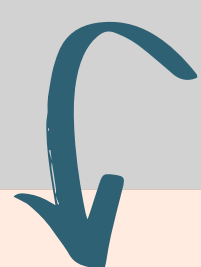
Research & Service Centers

- The Academy for Teacher Excellence
- Child Adolescent Policy Research Institute
- Psychological Assessment and Consultation Center
- San Antonio Writing Project
- Sarabia Family Counseling Center
- Urban Education Institute
- Women's Studies Institute

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 University Career Center is available to help you along the way!

Where should I look?



Online Resources

- 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
- Education Abroad

In-Person Connections

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

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

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
- 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

Tailor your resume and cover letter to each experience description!

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.

Take time to reflect throughout your experience. Revisit your goals often. This will help you to build on your accomplishments and pivot if needed.