

# HCAP Student Guide to Gaining Experience

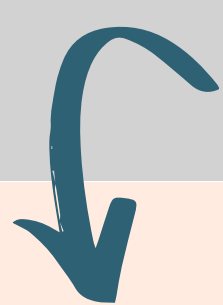


## Why gain work-related experience during college?

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?



### For-credit Experiences

- Internships
- Practicum
- Independent Study
- Study Abroad
- Research w/ faculty
- Capstone Project
- Signature Experience

### Co-Curricular Experiences

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



## How do I get involved?

Visit your department website for available course offerings. Skip to page 2 for a list of HCAP departments.

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



# HCAP Departments

## Criminology & Criminal Justice

Criminal Justice (BA)

- Required Internship

Criminology (MS)

- Capstone
- Study Abroad
- Independent study

## Psychology

- Internship
- Independent Study
- Research w/ Faculty
- Student organizations
- Honors Program

## Nutrition & Dietetics

- Required Internship
- Student organizations

## Social Work

- Two practicum/field experiences required

## Public Administration

Public Administration (BA)

- Internship
  - Required for non-profit mnmgmt, elective for all others

Public Administration (MS)

- Internship
  - Required for those w/out prior public service experience

## Sociology

- Internship
- Signature Experience
- Student organizations
- Professional Associations
- Honors Program

## Kinesiology

- Required Internship
- Research lab
- Student organizations

## Public Health

- Required Internship
- Study Abroad
- Volunteer

## Demography

- Assistantships

PhD

- Required Internship

## *Registering for an Experience*

1. Discuss course options with your Academic Advisor.
2. Review your Department website for Internship/ Independent Study Requirements.
3. Identify Department Internship Coordinator/Faculty Instructor.
4. Visit 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 Career Center is 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, & Volunteering
- UTSA Engaged
  - Community Engaged Learning
- Student Opportunity Center
  - Undergraduate Research
- Education 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
- 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.**