



PMBA INTERNSHIP PROCESS

An internship may or may not be the right path. Partner with the Career Development Office to understand the process.

<https://bit.ly/2sPOKKT>

UNDERSTAND THE IMPLICATIONS

Get Approved

Meet with the Director of Advising, Registration, and Student Records, Maria Johnson, to ensure the internship will fit with the academic calendar. The PMBA Program is not designed to support an internship. You may need to do the Extended Program. Submit a Letter of Intent and meet with the Executive Director of the Career Development Office by August 15th.

Take the course

LINKS: [Canvas](#)

All students who participate in On-Campus Recruiting must complete the CDO's online course to align you with policies and get you prepared for recruiting.

Know yourself and what you are seeking

LINKS: [CareerLeader](#)

Understand your strengths and what you are looking for in a career. Assess your values and priorities to determine what is most important to you in a position or industry. Refer back to your CareerLeader results and be honest with yourself.

Research the roles you are targeting

LINKS: [Industry Specific Resources](#) [Salary Reports Vault](#)
[Business Information Center](#)

Is an internship the only way to make the transition you want? It may or may not be. It can be industry/role specific as well. Do you need to re-take the GMAT? Research salaries so your expectations are aligned. A career switch will likely mean taking a step backwards financially to move in a new direction.

Understand the timeline

LINKS: [Industry Specific Resources](#)
[OWL-Careers](#)

Not only do you need to know the recruiting timelines that are industry specific, consider the offer timeline. If you receive an internship offer, you will have to leave your current job. At the end of the summer, you may be invited to join them as a full time employee. The start date is likely to be after graduation. This may leave you with a gap in income until then.

GROW YOUR NETWORK

Connect with JGSB alumni

LINKS: [JGSB Alumni Database](#) [Sallyportal](#)
[Rice Business LinkedIn](#)

Learn from those who have gone before you. Our alumni are wonderful resources to connect to so you can understand more about different roles and learn about company culture. Be prepared and ask thoughtful questions.

Join student clubs and professional networks

LINKS: [Directory of Houston Professional Associations](#)
[Student Clubs](#)

Not only is this a good way to connect with peers outside of class, the clubs offer industry specific training and networking events. Professional groups are an easy way to network with industry professionals and uncover opportunities.

DEVELOP YOUR SKILLS

Attend recruiting events

LINKS: [OWL-Careers](#)

Connect with company representatives and alumni through Info Sessions, Coffee Chats, and other On Campus Recruiting activities. Keep on top of these opportunities by referring to OWL-Careers to view details and RSVP to events.

Polish

LINKS: [OWL-Careers](#)
[Big Interview](#)

Attend workshops to improve skills that will impact your professional life. RSVP for sessions in resume writing, elevator pitch, networking, and LinkedIn. Schedule a mock interview with an advisor and improve your presentation. Understand the interview process - perfect your technical and/or interview skills.

REACH YOUR GOAL

Apply

LINKS: [OWL-Careers](#) [Relish MBA](#)
[MBA Exchange](#) [GoInGlobal](#)

Put all of the things you have been learning, both academically and professionally, into motion. Market yourself and leverage your network to find hidden opportunities. Apply and keep on top of deadlines. Nail the interview. Get the job. Report back and update OWL-Careers with your offer.