The UTSA College of Business
The College of Business affirms that the internship experience is an optional activity of its degree programs. In any program where an internship is a required part of the degree plan, students have the option to select the most suitable internship experience for their educational benefit.

INTERNERSHIPS? Who needs an internship? Who has room in their schedule for an internship? Internships are becoming increasingly essential for students seeking a job after graduation. In the current job market, the more experience you have, the more attractive and competitive you are to prospective post-graduation employers. Make time in your degree plan for an internship it is a valuable investment you make for your future.

According to the National Association of Colleges and Employers (NACE), new graduates who completed an internship were more likely to receive a job offer than their classmates who chose not to Intern. The NACE 2013 Student Survey found that intern hiring will increase by 2.7 percent. Further research indicates that more than one-third of a company’s total 2012-13 expected new college hires will come from that organization’s internship and co-op programs.

Contrary to popular belief, an internship is not always a full-time, 40 hour work week commitment. Each internship opportunity is outlined by the employer and most understand that college students need time to attend classes. Some internships are flexible and require only a 20 hour work week while others require more time. The important thing is to read through the internship posting and see if the position will meet your academic and scheduling needs. Don’t be discouraged by time constraints or lack of experience! There is an internship out there for you!

Read the Q&A on the back of this page for more details about College of Business procedures for an academic credit internship. Come by the Center for Student Professional Development for more information. Good luck on your internship search!
COB Internships Q&A

WHAT IS AN INTERNSHIP?

An internship is a short-term employment experience related to your major. This employment can be during any academic semester and taken for credit provided the position meets all the COB requirements.

HOW DO I MAKE MYSELF MORE COMPETITIVE FOR AN INTERNSHIP?

Attend an Internship Workshop offered at various times every semester. This workshop provides a more detailed and individualized environment for you to ask questions. Also, work on updating your resume and renewing cover letter, even arranging a mock interview session by making an appointment with a COB Career Counselor at the CSPD.

Depending on your major, students can do up to two academic internships for credit (with approval and if they are at different companies). The more experience you gain, the more prepared you will be for a career!

MAY I INTERN AT MY CURRENT PLACE OF EMPLOYMENT?

An internship with your current employer is only possible if the internship position is substantially different from your current employment duties and is related to your major.

WHEN SHOULD I LOOK FOR AN INTERNSHIP?

Deadlines vary depending on the industry, some as early as one or two semesters before the internship begins! The key is to look early and often. The Recruiter and Rowdy Jobs list currently available internships.

WHAT IS THE PROCESS OF REGISTERING FOR AN ACADEMIC CREDIT INTERNSHIP?

Meet with your College of Business academic advisor to determine whether you meet the requirements in your degree plan for an internship for academic credit. Find and apply for an internship, using The Recruiter or Rowdy Jobs. Once you’ve been hired as an intern, you must complete all the steps outlined in the Academic Credit Internship Packet in a timely manner. The paperwork must be completed before the last day to add a class for the semester in which you are seeking credit for the internship. Transcript notation is available, ask CSPD for more info.

WHAT ARE THE REQUIREMENTS FOR AN ACADEMIC CREDIT INTERNSHIP?

At a minimum, you must
1.) Work 200 hours during the semester of the internship,
2.) Complete a written project for your faculty supervisor plus additional assignments as directed by your faculty supervisor), and,
3.) Ensure your site supervisor submits an Intern Evaluation Form to the CSPD no later than the first day of final exams for the semester of your internship.

WHEN IS THE DEADLINE FOR APPROVAL OF ANY INTERNSHIP?

All necessary paperwork must be completed and approved by all departments by the “last day to add a class” for the semester that you wish you take an internship either for academic credit.

UNDER WHAT CIRCUMSTANCES MAY I ACCEPT AN UNPAID INTERNSHIP?

Internships are great learning experiences. If you wish to receive university recognition for an unpaid internship, the internship must meet the requirements for academic credit. Currently, unpaid internships may not be recognized for academic credit.