COB INTERNSHIPS

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.

INTERNSHIPS? Who needs an internship? Who has room in their schedule to fit in an internship? Well, internships are becoming more and more essential for students to get a job after graduation. With the competitive job market, the more experience you can get under your belt, the more attractive and competitive you make yourself to prospective post-graduation employers. Making time in your degree plan for an internship is a valuable investment you can make in 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 seek out the experience. The NACE 2010 Student Survey found that 42.3% of seniors with an internship on their resume were offered jobs for which they applied.

The study also showed that students with internship experience were offered a median salary of $45,301. Among students who forgo an internship the median salary is $34,601. That’s a difference of nearly 31%!

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 would like more commitment. 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 to give you more details about internships. There is a process you’ll have to go through for academic credit and transcript notation internships, but it’s well worth the effort. Come by the CSPD for more information about internships. Good luck on your internship search!

INTERNSHIP PROCESS

1.0 CONSULT ADVISOR
Meet with a COB advisor to discuss your degree and determine if you are eligible for an internship for credit.

1.1 ACADEMIC CREDIT OR TRANSCRIPT NOTATION
Experience is key! Whether for academic credit or transcript notation, the more experience you can receive while in college will make you more competitive when you graduate. Visit the CSPD for more info.

2.0 RESOURCES TO FIND AN INTERNSHIP
- Center for Student Professional Development (BB 2.01.08)
- COB Recruiter
- Rowdy Jobs
  www.myinterfase.com/utsa/student

2.1 INTERNSHIP PACKET
For most degree plans an internship is not required, although it is strongly encouraged. Once you are hired by a company as an intern, you must complete the Academic Credit Internship Packet.

business.utsa.edu/undergraduate
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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 or as annotation to your transcript provided the position meets all requirements through the COB. 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 COB 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 credit. He or she will explain the Academic Credit Internship paperwork process, however you are responsible for seeking out internship opportunities through Rowdy Jobs, the COB Recruiter or outside sources. 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.

What are the requirements for an Academic Credit Internship?

At a minimum, you must work 200 hours during the semester of the internship, complete a written project for your faculty supervisor (plus additional assignments as directed by your faculty supervisor), and 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.

What is an internship for Academic Transcript Notation?

Through Academic Transcript Notation, a student may work as a paid intern in a position related to his/her major, however, for whatever reason he/she is unable to receive academic credit. The Academic Transcript Notation Internship allows the student to reflect the internship within his/her transcript.

When is the deadline for approval for 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 or for transcript notation.

Why must each student sign a release for before participating in an internship?

The College of Business wishes to ensure that you are aware of personal conduct and planning as well as sponsor relationship and insurance coverage concerns that each student needs to consider when committing to an internship.

Under what circumstances can I accept an unpaid internship?

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 or accepted as part of the Transcript Notation program.

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.

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 life beyond graduation!!