

Internship Frequently Asked Questions (FAQs)

When can I do an internship?

Students may complete an internship at any time of the year and at any time in their academic career. Remember that a *for-credit* internship requires that students have met the academic prerequisites. These prerequisites vary by major so check with your academic advisor or the catalog to determine your eligibility. If you are not ready for a *for-credit* internship, do one anyway and gain the professional experience for a promising start to your career.

When should I look for an internship?

Deadlines for well-established internship programs can be as early as one or two semesters prior to the start of the internship. **For example:** Employer recruitment for summer internships can take place the previous fall. Other employers post internships 1-2 months before they start. Give yourself time to research and apply for an internship. It's never too early to start searching!

What if I'm a senior? Is it too late to do an internship? It's never too late to get experience in your field. Check UTSA's Handshake job board and meet with a COB Career Counselor as soon as possible CSPD for more information.

Do internships have application deadlines? Yes. Just like a job application process, internship programs have application deadlines. All application deadlines and instructions are documented in the internship announcement. It is your responsibility to know the application deadlines. NOTE: Summer internship programs can have application deadlines that end in November of the previous year.

How do I make myself more competitive for an internship?

- If you want an internship with a company that has established a formal internship program, attend the company's on-campus information session and introduce yourself to the recruiter.
- Attend a CSPD-sponsored professional event. Stop by the CSPD to view the latest schedule.
- Attend UTSA Career Fairs and other professional opportunities around campus.
- Schedule a resume review and/or a mock interview with a COB Career Counselor.
- Join a registered student organization that has a professional minded mission statement.

Do all internships count for academic credit? No. You must have met all the academic requirements to be eligible for a for-credit internship. Meet with an academic advisor to assess your readiness to do an internship for academic credit.

May I be paid while doing an internship for academic credit? Yes and many internships offer a competitive pay rate. Even if you are not paid, you will still benefit from the experience and networking gained from an unpaid internship.

Is there a difference between a part-time job and an internship? Yes. In almost all cases, part-time jobs are long-term employment positions that help support you financially while in college, but are not always related to your academic field. The CSPD encourages all students to seek an internship that is related to your field which will give you experience and help to build your resume beyond graduation.

How many internships should I do? There is no limit. Students may profit the most by completing several internships. Your first one may not be for credit. When you have satisfied all the prerequisites, your next one can be for credit. The College of Business encourages students to do 2-3 internships during their collegiate career.

What kind of work can I expect to do at my internship?

As an intern you may will yourself completing many duties and tasks. Students perform essential functions of the company including financial analysis, research, writing, planning, database management and more. Participating in day-to-day activities gives you industry knowledge and first-hand experience with the organization.