

# A Guide to the Internship Process

## BSBA

Finding a suitable internship is the student's responsibility, but if managed well by the student, the process for finding one is straightforward. It should begin your first year at UTD – do not wait until your last semester to begin the process.

### STEP ONE: Finding an Internship

The first step involves actually finding the internship and determining whether you are interested in engaging in a zero credit hour internship to fulfill the internship requirement, or engaging in a three credit hour internship. Note that the deliverables for each are different. You can also opt for a 1 or a 2 credit hour internship if you are short credit hours and need to fill this gap. I suggest that you speak to your advisor to understand which type of internship is best suited for you based on your interests and your degree plan. Here are some simple suggestions:

- Go to the Career Management Center (the CMC is in JSOM on the second floor across from Jason's deli) and arrange to take advantage of the resources they have. The sooner you get involved with the CMC, the better. For example, they offer courses on:
  - how to write a resume
  - creating a professional LinkedIn page
  - Interviewing training, so you present yourself as professionally as possible
  - How to find an internship
- Regularly check in hireJSOM.com. All companies seeking interns are required to post their job openings here
- You should also network. The more people you speak with, the higher the chance of landing an internship
- Do multiple internships - they are a terrific experience and they look great on your resume
- From time to time I send email notifications that list opportunities from companies that contact me directly. So, continue to monitor your UTD email account
- To be eligible to embark on an internship, students must have completed a minimum of 24 hours (including transfer hours) before registering for this internship. This should include 12 hours from the **core classes** of the student's intended degree
- Undergraduate students can earn up to 3 credit hours (maximum of 3 semester credit hours per semester) of Internship credit towards graduation if elective credits are available on the student's degree plan. Credit hours granted are based on minimum number of hours worked on internship. Students may enroll for fewer credit hours if desired
  - Zero Credit Hour (minimum of 160 work hours per UTD regulations)
  - 1 Credit Hour (160 work hours)
  - 2 Credit Hours (160-239 work hours)
  - 3 Credit Hours (240+ work hours)

## STEP TWO: Reporting the Internship

Below is an interactive “Report Your Internship Guide,” to help you report your internship.



report\_your\_interns  
hip\_guide.pdf

You will need to upload an offer letter in order to complete the internship report.

For a new internship, an offer letter is needed and **MUST** include:

- Must be on company letter head
- Must include company address
- Show a start and end date
- List the number of hours you will work each week along with total approximate hours
- How much you will be paid or note it the internship will be unpaid
- **Detailed** job description
- Your job position (**ex: Auditor**)
- A company representative’s signature along with his/her complete contact information including telephone and email address

If you plan on using your current employer, or if the initial internship doesn’t have a specific ending date (you are hired as an ongoing position), the offer letter must include:

- Must be on company letter head
- Must include company address
- Show a start and must indicate that the internship is an ongoing opportunity (we must be able to see that you and the firm plan to fulfill a certain number of total hours that corresponds with our hour fulfillment requirements)
- List the number of hours you will work each week along with total approximate hours
- How much you will be paid or note it the internship will be unpaid
- **Detailed** job description
- Your job position (**ex: Auditor**)
- A company representative’s signature along with his/her complete contact information including telephone and email address

There are registration deadlines, which vary by semester, so please consult with advising to avoid late registration or missing it altogether.

## STEP THREE: Learning via the Internship

Before or shortly after you actually begin your internship (normally no later than 2 weeks from the start of your internship), I would like you to identify learning objectives. Work with the company’s representative to determine what is feasible and consistent with your interests. Share this with me via email as soon as possible.

- Establish as many learning goals for your internship as you are claiming hours. For example, if you are taking a three hour internship, you should have three learning goals (and a one hour internship would require one learning goal). These should be professional (e.g., develop a social media recruiting campaign, deliver the company’s on-boarding program, update a training program, become proficient at ..., etc.) and/or personal (e.g., improve organizational skills, improve communication skills, etc.). Use the SMART goal format (specific, measurable, actionable, relevant, and time bound).
- Keep a log or diary of your efforts to accomplish these goals. I reserve the right to ask for your journal! For a zero, 1 or a 2 credit hour internship, write a brief paper (2-3 pages) analyzing your internship. In the paper, I would like to see analysis and critical thinking, not a recap of what you did at the firm. Include your goals, how well you did in terms of accomplishing them, what you learned as a result, any “ah ha” moments, what you accomplished or contributed, and what you would have done differently. I am not concerned that all of your goals were accomplished perfectly. I am more concerned with whether or not you learned anything along the way
- For the three (3) credit hour internship, which should mirror a three credit hour course in terms of rigor, we require more robust paper (12-15 pages) analyzing your internship. In the paper, I would like to see analysis and critical thinking, not a simple recap of what you did at the firm. Include your goals, how well you did in terms of accomplishing them, what you learned as a result, any “ah ha” moments, what you accomplished or contributed, and what you would have done differently. I am not concerned that all of your goals were accomplished perfectly. I am more concerned with whether or not you learned anything along the way.
- Send this to me via email the last day of class for the semester of your internship.

If you have any questions, please contact me at 972-883-5835 or [thenderson@utdallas.edu](mailto:thenderson@utdallas.edu)

#### **STEP FOUR: Post-Internship Communications**

At the conclusion of your internship, write a 300-500 word summary of your internship experience and post the summary to your LinkedIn account as a LinkedIn article.

- To create a LinkedIn article, select “Home → Write an Article” from your LinkedIn Home page. Please include the following at the end of your article:
  - #UTDBSHRM,
  - #JSOMINTERN, and
  - The Jindal School of Management LinkedIn page.
- Please take advantage of this opportunity to recognize your employer and the people you worked with for the learning opportunity they provided.
- Email a copy of your summary to me before you post this as a way to check quality (e.g., a second set of eyes to review it for grammar, etc., before it goes live). After you have written your summary and we have vetted it, please upload a link of you summary as an internship course eLearning assignment found on the internship course e-learning site.
- See <https://www.linkedin.com/pulse/internship-mercedes-benz-financial-services-usa-llc-deepak-ashok-1/> for an example.

Thank you!