



UTTyler[™]
CAREER SUCCESS

STUDENT INTERNSHIP GUIDE



Internships: A Guide for UT Tyler Students

Introduction

Internships are a powerful way to bridge the gap between classroom learning and real-world experience. They allow students to apply academic knowledge in professional settings while gaining valuable experience, developing skills, and expanding their networks.

What is an Internship?

According to the National Association of Colleges and Employers (NACE), an internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths and give employers the opportunity to guide and evaluate talent.

Benefits of Completing an Internship

- Earn potential college credit, accelerating your path to graduation.
- Gain hands-on experience in your field of interest.
- Build professional connections and expand your network.
- Strengthen your resume, interview skills, and application materials.
- Increase confidence in your academic and career direction.

Understanding Internship Terms

Familiarizing yourself with common terms will help you navigate the internship process and set clear expectations.

- **Experiential Education:** Learning that combines academic instruction with hands-on experience in a real-world setting.
 - **For-Credit Internship:** A structured internship that aligns with your major and counts toward academic credit. Involves faculty and site supervision.
 - **Non-Credit Internship:** A work-based learning experience that does not count for course credit but still supports your career development.
 - **Practicum:** A course that blends classroom learning with supervised, practical experience.
 - **Fieldwork:** Off-campus activities conducted for university credit under faculty supervision.
 - **Undergraduate Research:** Faculty-guided research projects that allow students to explore academic interests more deeply. Can be offered for credit.
 - **Service-Learning:** An experience that integrates community service with academic objectives.
 - **Co-Op (Cooperative Education):** A paid, primarily full-time, career-related opportunity allowing students to gain professional experience before graduation.
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How to Find an Internship

Meet with Your Career Success Coach

Your coach can help you prepare, explore opportunities, and connect with employers.



Explore Handshake

1. Visit uttyler.joinhandshake.com
2. Sign in using your Patriots email and password.
3. Complete your profile to access internship listings.



Learn Networking Strategies

- **Develop a Contact List:** Include friends, family, professors, alumni, and professionals. Attend lectures, conferences, and employer events.
- **Create Your Pitch:** A 30-second introduction that highlights who you are, your strengths, and what you're seeking.
- **Conduct Informational Interviews:** Reach out to professionals for career advice. Follow up with a thank-you note.
- **Connect on LinkedIn:** Build your professional brand, join groups, research companies, and connect with UT Tyler alumni.

Attend Career Fairs

Attend university-sponsored career fairs to meet employers, explore opportunities, and practice professional communication.

Frequently Asked Questions

Are Internships Always Paid?

Not always. Some internships offer compensation, while others do not. When considering unpaid internships, focus on the experience, learning opportunities, and networking potential. Compensation is a valid factor in your decision-making.

Can I Earn Academic Credit for My Internship?

Yes, depending on your academic program. Many departments at UT Tyler offer credit-bearing internships. These typically involve faculty oversight and academic requirements. Contact your Academic Advisor to explore options.

Who Will Be Involved in My Internship?

- **Career Success Coach:** Assists with preparation, applications, and employer connections.
- **Faculty Supervisor:** Evaluates your experience if earning academic credit.
- **Site Supervisor:** Manages your daily tasks and provides feedback.
- **Internship Host Site:** The organization where you complete your internship.

When Should I Seek an Internship?

- **Freshman Year:** Explore interests through summer internships.
 - **Sophomore Year:** Begin gaining experience in your field.
 - **Junior Year:** Deepen your professional skills and network.
 - **Senior Year:** Apply for jobs and leverage internship experience.
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Professionalism

Professionalism is much more than wearing a suit. It is a combination of the way you behave and present yourself in business situations. Your internship might be your initial opportunity to make a positive first impression. Follow the tips below to make sure that people will remember you as a conscientious and hard-working professional long after your internship ends.

Tips for Internship Success:

1. **Arrive on Time and Meet Deadlines:** Reliability builds trust.
2. **Connect with Others:** Don't be afraid to talk to people. Be respectful, but use this time to build your network and learn from coworkers and supervisors.
3. **Take Initiative:** If you finish your tasks, ask for more work. Employers appreciate proactive interns.
4. **Dress the Part:** Follow the organization's dress code and grooming standards to make a positive impression.
5. **Communicate Professionally:** Use workplace-appropriate language and tone—in person, in meetings, and in emails.
6. **Respect the Workplace:** Observe office culture, follow unwritten rules, and use company property responsibly.
7. **Be a Learner:** Soak up as much knowledge as you can about the company and industry. Talk to different people and observe how things work.
8. **Do Your Research:** Read and learn everything you can about the organization—it shows interest and helps you understand the big picture.
9. **Use Your Student Status:** People are often eager to teach students—ask questions and seek guidance.
10. **Find Role Models:** Identify top performers and learn from their experiences and career paths.
11. **Stay Informed, Not Involved:** Listen and learn from workplace discussions, but avoid gossip.
12. **Participate and Observe:** Ask to attend meetings or events to see how professionals make decisions.

For personalized support, connect with your Career Success Coach.

Meet the Career Success Coaching Team

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**Schedule an appointment with
your Career Success Coach**



Available To All Students

Professional Headshot Photo Booth

- Photos available the same day
- Convenient, high quality headshots
- No appointment needed



Career Closet

The Office of Career Success wants students to present the best version of themselves. The UT Tyler Career Closet provides professional attire for career fairs, interviews and the workplace.

University Center 3150
Monday - Friday 9 AM - 4 PM

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