Finding an internship takes a lot of time. You need to start looking for your internship at least six months in advance to allow yourself ample time to secure something.

**FIRST STEP: IDENTIFY AREAS OF INTEREST**

There are a variety of resources available for your internship search. However, you need to know the answer to some basic questions before you begin researching your ideal internship:

- What industry is of the most interest to you?
- What geographical area best suits your needs?
- What timeframe best suits your needs?
- What is it that you want to get out of your internship?

**SECOND STEP: RESEARCH POSTINGS**

◊ **On-Campus Recruiting (OCR)**

The easiest and most common way to find opportunities. Internships are posted through the system and interviews are conducted on campus. You can also submit your resume to resume collection only (RCO) opportunities. The employer will then contact you if you are selected for an interview.

Prior to leaving, you will need to update your resume with study abroad information. BBA Career Services will create a resume book and send to all employers in our database, yet another tool.

**To log on:** Go to the BBA Career website (fcc.mccombs.utexas.edu):
- Click on the On-Campus Recruiting link (in “Quick Links”)
- Complete a profile to get started (Detailed instructions are available in the BBA Career Library)

◊ **McCombs Job Board**

This site is intended to help McCombs students and alumni connect with full- and part-time job opportunities. You can link to McCombs Job Board through the “Quick Links” box on the FCC web pages.

◊ **Access UT**

Contrary to popular belief, Access UT does list paid internships! Use the “Quick Links” box on the BBA web page.

◊ **BBA Career Services**

**BBA Career Services Website:**
- **Vault Career Insider:** Check out message boards for internship info and advice on securing an internship.
- **Reference USA:** A great way to research and learn about various companies and employers.
- **Going Global:** Access to international career & employment resources including world-wide openings, internship listings, industry profiles and country-specific career info.

**BBA Career Services Office Resources:**
- Book of Lists: companies in specific locations
- Resource Books available such as: America’s Top Internships, Insider Guide to Getting Your Ideal Internship, and many more!

**Sample Plan for Studying Abroad:**

<table>
<thead>
<tr>
<th>Year</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman Year</td>
<td>Take general classes</td>
</tr>
<tr>
<td></td>
<td>Start exploring the major that most interests you</td>
</tr>
<tr>
<td>1st Semester Sophomore year</td>
<td>Declare your major</td>
</tr>
<tr>
<td></td>
<td>Begin thinking about the type of internship you would like to secure</td>
</tr>
<tr>
<td>2nd Semester Sophomore year</td>
<td>Apply for the Study Abroad program by the March 1st deadline</td>
</tr>
<tr>
<td></td>
<td>Begin investigating opportunities for internships</td>
</tr>
<tr>
<td>1st Semester Junior year</td>
<td>Research and secure an internship for the summer</td>
</tr>
<tr>
<td>2nd Semester Junior year</td>
<td>Study Abroad!</td>
</tr>
<tr>
<td>Summer after Junior year</td>
<td>Complete internship</td>
</tr>
</tbody>
</table>

**Third Step: Research On Your Own**

◊ **Outside of McCombs:**

Network, network, network! Always utilize your network when searching for internships and job opportunities. Tell everyone you know for what you are looking. You will be surprised at the connections you have that you never knew were there.

Lists and local resources: Don’t forget to look at Fortune’s Lists (Top 500, Most Admired, Best Companies, etc.) or your local Chamber of Commerce as additional ways to generate lists of companies with which you may want to intern.

**BBA Career Services Career Expos:** usually during the first couple weeks of the fall and spring semesters. The expo is a great start for making connections with companies that have internship and full-time opportunities available.

**Perry Castenada Library:** The business section of the library provides students with access to 60+ databases. You do not need to look at each of these databases, but there are several that are extremely helpful when identifying companies to contact regarding internship possibilities:

- **Business and Company Research**
  - Business Source Premier
  - Reference USA
  - Factiva
  - Mergent

Resume Book Questions: Tricia.Dunton@mccombs.utexas.edu

BBA International Programs Office: http://new.mccombs.utexas.edu/bba/ip

Internship Requirement: new.mccombs.utexas.edu/BBA/Career-Services/Internship-Requirement.aspx