The University of Texas at El Paso Career Center has prepared several assignments and activities that maybe used by faculty who are teaching credit-bearing internship courses that experienced abbreviated internships due to the COVID-19 pandemic.

As faculty determine the best course of action for students whose internship experiences have been prematurely halted, the following suggestions may provide ideas for career-related engagement activities and assignments that can enhance student learning and understanding of the brief internship experience they engaged in during the first part of the spring semester. Each option features probing questions for scaffolded learning and additional online resources for comprehensive engagement.

### Assignment Options

- **Career Preparation Activities**
- **Reflection Paper**
- **Academic Connection Paper**
- **Professional Development**
- **Research Paper**
Your students have access to a number of virtual activities that support the career preparation goals of your course.

Resume Review
Update your resume with your internship information and have it reviewed by a Career Center team member. Request a time to work with a career advisor for a virtual resume review.

• Assignment Submission: Submit your critiqued version and final draft of the resume.

Career Advising
Make a virtual appointment with a career advisor to strategize your career, internship or grad/law school plans.

• Assignment Submission: Submit the name of the Career Center staff member you visited with and your top takeaways.

Applications
Apply to three separate jobs or internships consistent with your career goals. Search for jobs or internships here.

• Assignment Submission: Submit a list of the companies along with a description of how/where you applied (e.g., Job Mine, company website) and how you determined this was a good fit for your background, experience, and goals.

References
Ask two professionals in your career field that know you (not related to you) if you can list them as references for your next job or internship application. Use this resource for guidance.

• Assignment Submission: Provide their names and professional position/company.
LinkedIn
Update your LinkedIn profile to reflect your internship experience and “connect” with key people at your internship company. Learn how to use LinkedIn with this free PowerPoint presentation by our UTEP staff.

• Assignment Submission: Submit your LinkedIn profile URL.

Mock Interview
Schedule and participate in a mock interview with our Career Advisors and learn to use the STAR Method response.

• Assignment Submission: Select and respond to five questions using the STAR Method and submit the written responses.

Informational Interview
Conduct an informational interview with at least 2 professionals in a position, at an organization or in an industry of interest to you.

• Assignment Submission: Submit a summary of your interview, including who you chose to interview, why you chose that person and the main takeaways.

Thank You Notes
Write a handwritten thank you note to your supervisor and 2 other people at your internship site that had an impact on you. Connect via LinkedIn and keep in touch with these people after your internship ends. Use this resource to guide you.

• Assignment Submission: Submit name and position for each person that you wrote to and upload copies of the thank you notes.
Professional Development: Reflection with Career Center Trainings

Your students can utilize the Career Center’s PowerPoint videos and write a reflection paper describing how they intend to implement what they’ve learned.

The following assignments are intended to enrich a student’s thought process through reflective activities. These exercises aim to deepen career readiness and professional development, improve skills, and to position students for career success.

Available Options

- Mastering the Interview
- How the Career Center can help Students
- Finding an Internship
- Establishing your Linkedin Profile
- Preparing for Graduate School
- Crafting an Effective Resume and Cover Letter
Reflection Paper

Complete a reflection paper (or reflection using an alternate format like a website, video, etc.) on the internship experience up to this point.

Section 1: Introduction

• **Internship Information:** Internship job title, organization, dates of internship.
• **About Me:** Include your major, why you chose your internship, and goals/what you hoped to get out of the internship experience.

Section 2: What I Did - Description of Internship

• **Organization/Company Profile:** Create a short biography of the company including products/services provided and organization's mission.
• **Responsibilities:** Describe your internship responsibilities.
• **Activities & Projects:** Describe regular work activities you completed and any individual projects or assignments you worked on.

Section 3: Reflection Questions

Please answer at least 4 of the following questions

• What transferrable skills did you develop through the experience and how will they be beneficial in your future career? Consider UTEP Edge advantages as you draft your response.
• In what ways were you able to apply what you have learned in your academic coursework to your internship? What knowledge of your academic discipline was most important?
• What skills or areas would you like to further develop?
• What pushed you outside of your comfort zone? What did you learn from this?
• What was the biggest challenge you encountered? What did you learn from this?
• What new ideas or questions were raised as a result of this experience?
• What was the most important thing you learned about yourself?
• What was your greatest accomplishment or reward?
• In light of this internship experience, how have your personal goals evolved?

Section 4: What I Will Do Next - Next steps

• Identify and describe 3 specific actions that you will take in the next 30 days to move your career preparation and goals forward. Attach a date for completion to each action.
Research Paper

Your students can use the research skills they’ve learned in the classroom to explore a topic of significance at their internship site.

Select and research an issue or topic from your internship that interested you and that held particular significance to your internship site.

Assignment Submission: Using your own experience as well as secondary sources, write a 4-page paper that summarizes the topic, describes the importance to your organization/industry, and that documents your research on this topic.

Academic Connection Paper

Your students can write a narrative connecting their academic studies to the experiences of the internship.

Consider the knowledge and skills you took from campus to help make you successful at your internship this semester, and what you learned during your internship that will inform your future coursework.

Assignment Submission: Write a 3-page paper that describes the connection between your academic studies and your internship. You can focus on your major and its connection to your internship, or you can focus on a connection between a particular class and your internship site. Likewise, you can focus on your overall internship and the value it will have to your academic career, or you can focus on a particular experience or skill from your internship. Your paper should take the form of your UTEP story, designed to help communicate:

• Why you study what you study
• Why you are interning where you are interning
• What the connection is between the two
• How your studies have helped you succeed at the internship
• If appropriate, how your internship will help you succeed in future classes
The **University Career Center** is available to support you as you engage with students who have been impacted by the COVID-19 situation. Should you require additional clarification or resources to assist you, please reach out to our college liaisons.

**Pamela Prieto**  
College of Business Administration  
pprieto@utep.edu

**Craig Thompson**  
College of Education  
cthompson@utep.edu

**Heriberto Garcia**  
College of Engineering  
hjgarcia3@utep.edu

**Moisés Buenfil**  
College of Liberal Arts  
mbuenfil@utep.edu

**Claudia Dominguez**  
College of Health Science & Schools of Nursing and Pharmacy  
cpdominguez@utep.edu

**Nick Zweig**  
College of Science  
nzweig@utep.edu

For all other purposes, feel free to email: careers@utep.edu

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