

The Accounting Guide to Internships + Full-Time Employment

UC SANTA BARBARA Career Services Building 599 (across from Storke) | M-F, 8:30am-4:30pm | career.ucsb.edu | 805-893-4412

Undergraduate Accounting Society (UAS)

- Check out ucsbaccounting.com for upcoming meetings and events.
- Attend this UCSB student organization's meeting to learn more about the accounting industry.
- Serves as a great opportunity to talk with accounting professionals and start building your network.

Meet the Firms (MTF)

- Participate in networking event and interact with recruiters from various accounting firms.
- Pay registration fees through UAS to participate in this recruiting event.
- Upperclassmen attend during MTF fall quarter while underclassmen attend MTF winter quarter.

Recruitment

Most applications MUST be submitted through Handshake, UCSB's job/internship database.

- Pick up On-Campus Interview Program for Accounting Recruitment handout for more details.
- Make sure to read the posted job description carefully for all of the specific requirements.

Internships and Full-Time Employment (Junior + Senior Year)

- Internships typically occur during the summer and work full time schedule over three month period; Winter internships might be available with local firms during the busy tax season.
- Application deadlines occur during the first couple of weeks of school of fall quarter.
- For more options beyond MTF, check out employers at quarterly Career + Internship Fair.

Summer Leadership Programs (Sophomore Year)

- These opportunities occur during summer and can participate in multiple programs.
- Application deadlines occur during winter quarter.

Exploration Programs (Freshman Year)

- Some firms offer opportunities during late spring/summer and can participate in multiple programs.
- Application deadlines occur during winter quarter.

Accounting Recruitment Timeline

	FALL	WINTER	SUMMER
Freshman		<ul style="list-style-type: none"> • Meet the Firms • Apply for exploration programs 	<ul style="list-style-type: none"> • Exploration programs
Sophomore		<ul style="list-style-type: none"> • Meet the Firms • Apply for summer leadership programs 	<ul style="list-style-type: none"> • Leadership programs
Junior	<ul style="list-style-type: none"> • Meet the Firms • Apply for internship 		<ul style="list-style-type: none"> • Internship
Senior	<ul style="list-style-type: none"> • Meet the Firms • Apply for full-time employment 		<ul style="list-style-type: none"> • Full-time employment

Career Services Preparation

- Pick up a quarterly Workshops + Events Calendar to find out specific dates and times.
 - » Attend a Resume and Interview workshop which is offered every quarter.
 - » Attend JUMPSTART workshop about On-Campus Interview recruitment.
 - » Participate in resume+ to receive direct feedback from employers.
- Get resume and cover letter critiqued during Drop-In Hours: M through F; 11am–4pm in the Career Resource Room.
- To prepare for upcoming interviews, check out the following resources:
 - » Pick up Interview Preparation handout.
 - » Check out Big Interview to practice your interviewing skills from home.
 - » Set up mock interview appointment (NOTE: only ONE allowed per quarter).
- For more options beyond Meet The Firms, check out employers at quarterly Career + Internship Fairs.

RESOURCES TO CHECK OUT

UCSB Career Connection
econ.ucsb.edu/CareerConnection/cpa-advising

UCSB Professional and Continuing Education
extension.ucsb.edu

California Board of Accountancy
dca.ca.gov/cba

Tips

- Focus on academics (GPA is one important criteria that firms filter students by).
- Join Economics' department email listserv and blog to learn about other internship/job opportunities.
- Check out more accounting resources on Career Services' Gaucho Paths to Success website (career.sa.ucsb.edu/gps/business-entrepreneurship-accounting).
- Update career interests on Handshake to receive targeted emails about the industry.

Freshman

- Look to gain leadership experience (student organizations, part-time jobs, Greek life, etc.) related to financial responsibilities since this would be helpful in building qualifications.

Sophomore

- Determine which line of service (Tax, Audit, Advisory) and location you are interested working in.

Junior

Incoming Junior Transfer

- It is critical to prepare your documents since deadlines occur during first weeks of fall quarter.
- Apply for internships in Handshake even though you may not fulfill GPA preference.
 - » If fall is your first quarter at UCSB, indicate your community college GPA on your resume since you will not have a current UCSB GPA.

Senior

- If you wish to become a Certified Public Accountant (CPA), make sure you are on track with the requirements since typically additional units mandated for state licensure.

International Students

- It is mandatory to report to Office of International Students and Scholars (OISS) if you are participating in an off-campus internship and you will also need to apply for either Curricular Practical Training (CPT) or Optional Practical Training (OPT).

Good luck during the recruitment process!