

EdCareers Internship Manager Guidelines

To ensure a high-quality experience for students and managers, we have developed guidelines regarding EdCareers Internships and your role as a manager and mentor.

Purpose for Internships

Internships can be a wonderful learning experience for students and a great way for managers to advance organizational goals while mentoring graduate students. The internship program is designed to enrich graduate studies and provide students with opportunities to better connect their academic learning to real-world experience.

We would like to help you create mutually beneficial internships—that is, we hope that students inform and add value to your work while you inform and add value to their personal, academic, and professional pursuits.

Internship Manager's Role and Student's Role

The internship manager's role is two-fold: MENTOR and MANAGER. Correspondingly, this makes the student's role two-fold: MENTEE and DIRECT REPORT.

Best Practices for Internship Managers (*Italics denotes required.*)

We've found that a successful MENTOR:

1. Confirms the student's skills, abilities, areas of growth, and what s/he wants to learn from the experience.
2. Orients the student to the organization (reviews the mission, history, principles of practice; introduces him/her to the staff and relevant community partners).
3. ***Describes short-term and long term goals for both his/her organization and the student's role within it (e.g., set historical context for the project; explain how the student's contribution fits into the larger project).***
4. ***Sets achievable, measurable goals and reviews and revises them at the beginning of each quarter to ensure professional growth.***
5. Includes the student in the organization's activities when possible to give him/her a sense of belonging and broader understanding.

Likewise, a successful MANAGER:

1. ***Meets regularly to give positive and constructive feedback.***
2. Provides training, if needed.
3. ***Submits a brief online student evaluation near the end of EACH quarter.***
4. Conducts an exit interview with the student at the end of the internship.

Job Assignments That Work Best

As you think about which assignments to offer as internships, we've found that assigning meaningful tasks that build professional skills and are "mission critical" to your department are the best way to engage students and develop them professionally. These positions will have a higher probability of being filled (especially if they are unpaid) since the student sees them connected to the organization's strategic goals.

Before developing your internship descriptions, you may find it helpful to research your needs and go to the [EdCareers Document Library](#), for a sample description.

5-Step Process for Internship Managers

1. *Posting and Accessing Internships*

- a. Employers need to register in the Stanford *Ed*Careers Database, <https://edcareers.stanford.edu>, in order to post internships.
- b. For Position Type: Select “**Internship (Student Position)**”.
- c. Students will log onto the *Ed*Careers Database to research internships.

2. *Application Process*

- a. Students will apply on the *Ed*Careers Database by uploading the required documents specified by the organization, usually a cover letter and résumé.
- b. Managers will review the résumés and interview candidates of interest.

3. *Internship Offer*

- a. Students and managers negotiate the internship (goals, responsibilities, time and deliverable expectations, etc.) and decide whether or not to pursue the internship.
- b. Students fill out the “Internship Agreement” with their manager’s input and then submit a copy signed by the manager and the student to the MA Program Director. This agreement must be resubmitted EACH quarter.

4. *Provide Feedback*

- a. Students fill out a self-evaluation in the Stanford *Ed*Careers Database towards the end of the quarter.
- b. Managers give feedback on student performance in the Stanford *Ed*Careers Database towards the end of the quarter.
- c. Managers and students meet weekly to assess progress and quarterly to discuss evaluation feedback.

5. *Quarterly Planning*

- a. Towards the end of the quarter decide/confirm whether you will continue the internship for an additional quarter.
- b. If you decide to continue the internship, students will generate a new Internship Agreement on the *Ed*Careers Database, and managers and students will negotiate the internship (goals, responsibilities, time and deliverable expectations, etc.) for the following quarter.