

EdCareers Internship Student Guidelines

To ensure a high-quality experience for students and managers, we have developed guidelines regarding EdCareers internships and your role as an intern.

Purpose for Internships

Internships can be rich learning experiences for students as they can complement graduate studies and provide students with opportunities to better connect their academic learning to real-world experience. We strongly believe students should only participate in internships which directly advance their career goals.

Benefits from Internships

The internship should be mutually beneficial; that is, students will bring new perspectives and value to the organization while the internship adds value to students' personal, academic, and professional pursuits. Students can also develop diverse professional relationships through participating in an internship.

Top 4 Reasons for Participating in the Internship Program

Past students cited these top 4 reasons for participating in the Internship Program:

1. Broaden skill set
2. Enhance marketable skills
3. Obtain real-world experience and contacts in a desired field
4. Connect academic learning with real-world experience

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 Student Interns (***Bold denotes required activities.***)

Think of your internship as a career position. To increase the likelihood that you will achieve your purposes for participating in an internship, we encourage you to be proactive and begin with the end in mind.

We've found that successful MENTEES:

1. Assess their own skills, abilities, areas of growth, and what they want to learn from the experience.
2. **Meet with their manager to outline achievable and measurable short and long-term goals.**
3. Understand the historical context for the project (mission, principles of practice, fit within the organization and community) and learn how their contribution fits into the larger picture.
4. Think through what they expect to learn and gain, and meet with their manager to understand his/her expectations.
5. **Maximize learning by reflecting on how the job ties into what they are learning in their academic course work.**

Likewise, successful DIRECT REPORTS demonstrate outstanding performance in these areas:

- Attitude
- Time management and planning
- Dependability and punctuality
- Work accuracy, quality and quantity
- Judgment and problem solving ability
- Creativity and initiative
- Teamwork and interpersonal skills
- Adaptability, flexibility, willingness to learn
- Communication skills (written, oral, listening)