

EdCareers Manager Internship FAQs

FAQS

What is an internship?

Internships allow students to explore working in a professional field of interest. They are valuable professional experiences. If students participate in seminars and workshops and receive feedback and support from their managers, GSE staff, and classmates, the internship experience is further enriched.

Must students participate in the internship program?

Depending upon the program, an internship may be required or optional. In most programs, students may begin them at the beginning of *any* quarter. We encourage students to select internships that tie into their professional goals and significantly complement their graduate education here at Stanford.

When is the best time to begin an internship?

Depending upon the program, some students may be required to do an internship at some point in their studies. If given the option, some students choose to begin right away in their first quarter while others may prefer to wait. It's up to the student and the manager in compliance with program requirements.

What benefits do students derive from participating in the internship program?

Students derive many benefits from the internship program but some key benefits are:

- ▶ Help refine career goals
- ▶ Connect academic learning with real-world experience
- ▶ Enhance marketable skills and broaden their skill set
- ▶ Open doors to future employment

What if organizational needs change and the internship job description changes?

If your organizational needs change and you no longer need the student's help or you would like to offer him/her a different position, your intern **MUST** notify EdCareers Program and Engagement Specialist, Devon Holman, dholman@stanford.edu.

What if the internship manager changes during a quarter?

If an internship manager is unable to continue managing an intern or the intern reports to a new manager during a quarter, the student **MUST** notify EdCareers Program and Engagement Specialist, Devon Holman, dholman@stanford.edu.

Who can participate?

Internships are open to all GSE graduate students.

Do students receive credit for an internship?

Students can elect to take an internship for credit or no credit. They receive their credits through Stanford and not the internship organization. A student who has elected to take an internship for credit may not receive pay.

How many hours per week must an intern work?

Students work between 3-10 hours per week or 30-100 hours per quarter (flex hours are permitted.) Most internship hours are completed during the 10-week quarter.

Can U.S. students begin their internships *before* the academic school year begins?

Occasionally a student may want to begin working in the summer prior to the start of the academic school year. Under certain circumstances, this is permissible, if the student finds the position on his/her own and is an American citizen.

Can international students begin working *before* the academic school year begins?

International students may only work in *unpaid* internships and they *may not* begin working in the summer prior to the start of the academic school year. Federal laws are very strict as to how early a student may enter the U.S. International students entering the U.S. on either the F-1 or J-1 visa may only enter 30 days before school begins. International students arriving before school starts are to use that time to get settled, not for field experience. (*For more visa information, please consult Stanford's Bechtel International Center at Stanford, <http://icenter.stanford.edu/students/current/employment.html>.*)

Can international students receive pay for their internship work?

According to the Stanford Bechtel International Center, "International students (both F-1 and J-1) who are on Stanford's sponsorship (have an I-20 or DS-2019 issued by Stanford) are allowed by immigration law to work on campus for up to 20 hours a week while school is in session, and full time during any break periods. Students in F-1 status do not need any special work authorization for on campus work, and can receive stipends. Students in J-1 status are also allowed to work on campus up to 20 hours a week during the school year, but these students must apply for work authorization prior to engaging in work by submitting on-line application in Axess. They can also receive stipends. (*For more visa information, please consult Stanford's Bechtel International Center at Stanford, <http://icenter.stanford.edu/students/current/employment.html>.*)