

EdCareers Internships Student FAQ's Sheet

FAQS

What is an internship?

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

Must I participate in the internship program?

Depending upon the program, an internship may be required or optional.

Am I permitted to work in more than one internship within the same quarter?

No, you may work in only one internship per quarter.

What is the Internship Agreement?

The Internship Agreement is a "contract" between the student and the employer. The form is an essential part of the process to ensure that an internship matches professional aspirations, and that clear goals are set and monitored from the beginning of each quarter.

Must I submit the Internship Agreement?

Yes, you MUST submit a NEW Internship Agreement EACH quarter whether or not you are taking the internship for credit and whether you found it through the EdCareers Database or on your own.

If I intern with an organization for more than one quarter, can I copy my Internship Agreement?

Yes, you can copy your Internship Agreement. However, you need to update your internship goals each quarter. To copy your Internship Agreement, log on to the EdCareers Database, click on "My Internships" under shortcuts on the right-hand side of your homepage, click "Edit" under the appropriate Internship Agreement, and then select "Copy".

How do I determine if an internship will significantly complement my graduate studies?

To determine if an internship is worthy of your time, answer these three questions.

- ✓ Will it help you to achieve your goals? (Learning, work experience, new skills, networking opportunities, visibility)
- ✓ Will it open doors to where you want to go?
- ✓ Will the experience *expand* your resume or is it *more of the same* work you've already done?

Please remember that the value of your internship will be based on what you hope to get from it.

What is the best quarter to begin an internship?

Depending on your program, it is up to you. If given the option, some students choose to begin right away in their first quarter while others prefer to wait. It's up to the student and the manager in compliance with program requirements.

What top three benefits do students derive from participating in internships?

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

What if organizational needs change and the internship description changes?

If your manager's organizational needs change and s/he no longer needs your help or you take a different position, you MUST notify EdCareers' Associate Director, Loida Feliz, loifeliz@stanford.edu and your Program Director (when applicable).

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' Associate Director, Loida Feliz, loifeliz@stanford.edu and your Program Director (when applicable).

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.) Students should not commit to more than 100 hours per quarter.

How can I evaluate whether an organization is the right fit for me?

Here are some questions to consider when determining whether an organization is the right fit:

- ✓ Does the organization's mission resonate with your values?
- ✓ Is the organization growing? Is it well-funded?
- ✓ Is the organization well-run?
- ✓ Does leadership have a strong performance record?
- ✓ Is the organization's culture a good fit for you?
- ✓ Will they cultivate your skills?
- ✓ Do the people inspire you?
- ✓ Do you have a proximity to the stakeholder who is important to you? (e.g., nearness to children, interactions with teachers, access to leadership)

What if none of the internships compiled in EdCareers Database fit with my academic or professional interests?

If you don't find an internship that interests you, please feel free to design your own. Remember, all students must fill out and turn in an Internship Agreement. To create an Internship Agreement for an un-posted internship, please log on to the EdCareers Database select "My Internships" under "Shortcuts" on the right-hand side of your home page, and then select "Add New Internship Agreement".

What other types of complementary academic experiences are available to GSE students?

Besides internships, students may pursue an academic project through directed reading. They must seek out a GSE faculty member to oversee it, and may earn academic credit by registering in EDUC 380.

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 Axxess. They can also receive stipends." *(For more visa information, please consult Stanford's Bechtel International Center, <http://icenter.stanford.edu/students/current/employment.html>.)*

Are all internships unpaid? Is compensation available?

Some internships are completely volunteer-based (no credit, no pay), but there are other options, too. Here are some ways to be compensated for your work:

- Salary or stipend paid by employer
- Academic credit only (up to 3 academic credits per quarter based on the number of hours you work per week through EDUC 210, EDUC 215 or EDUC 380 depending on your program)
- Fellowship (You need to apply for and receive the award.)

Can I receive both funding and credit for my internship?

If you are receiving financial compensation for your internship, you may only enroll in academic credit for the class discussion and class work that you are doing surrounding your internship experience and for any financially uncompensated internship hours. The faculty member awarding credit and the student should make note of the financial/credit arrangement in the Internship Agreement.

How many hours do I need to work to receive academic credit for my internship?

Students participating in unpaid internships may earn up to three academic credits per quarter through EDUC 210 for POLS, EDUC 215 for LDT or EDUC 380 for other programs. The first unit earned is for the coursework. A student needs to work 30 hours for EACH additional unit received after the first unit. For example, if you receive 3 academic units, then you need to work in your internship a minimum of 60 hours during that quarter. All students who want to receive academic credit for their internship MUST enroll in one of these courses.

Do I need to enroll in EDUC 210, 215 and/or 380 if I'm going to pursue an internship?

LDT students must take at least one unit through EDUC 215 for discussion and reflection on what they're learning in their internship for a minimum of two quarters to fulfill the LDT internship requirement. All other students who want to pursue an internship are not required to enroll in a course for academic credit.

How do Joint MA/MBA students receive credit?

Joint MA/MBA students participating in an internship enroll in EDUC 380: Supervised Internship, with their Program Director. This is considered an independent study, you may count up to 4 units of independent study total (directed reading, directed research, etc.) toward your MA requirements. You arrange all the details and requirements of EDUC 380 (units, grading basis, deliverables, etc.) with your Program Director.