

Quarterly Internship Agreement

Type: Internship

Student Information

Work Term: Autumn Quarter (September-December 2014)

Student's Full Name: Bob Smith

Student's Program: MA

Intended Quarter(s):: Fall Quarter, Winter Quarter, Spring Quarter

Organization and Manager

Did you find this internship on the EdCareers Database?: no

* Organization Name: Stanford EdCareers

* Internship Title: This Is An Example

Manager's Full Name: Suzy Joe

Manager's Title: Intern Manager

Manager's Email: xxx@stanford.edu

Organization's Website URL: edcareers.stanford.edu

Internship Details

Is this position paid?: no

Academic Credit: 2

Are you enrolled in one of these courses?: EDUC 210X

Hours Per Week: 8

Total Expected Hours This Quarter: 80

Purpose

How does this internship support your long term professional goals?:

It will help me gain industry knowledge specific to the industry I hope to go work in after Stanford.

How does THIS internship impact the organization and contribute to it's mission?:

The work I do can be used by the organization in coming years to better prepare its employees.

Quarter Goals

Quarter Goals:	Goal 1: Design career readiness workshop Goal 2: Conduct career readiness workshop Goal 3: Analyze effectiveness of career readiness workshop
Week 1:	G1: Do competitive research to benchmark services of 5 comparable career service centers
Week 2:	G1: Research companies hiring targeted group and types of positions G1: Contact HR from 2 employers who might hire targeted audience and determine desired entry-level skill set of ideal candidate.
Week 3:	G1: Write 1-2 pg. benchmark report on career service centers G1: Write 2-3 pg. research summary report
Week 4:	G1: Brainstorming session with team G1: Recommend ways to boost target group's skills sets so that they qualify for desired positions G2: Decide on time and location for the event G2: Draft Communication materials for event (fliers, emails, social media)
Week 5:	G2: Start advertising workshop to desired audience
Week 6:	G1: Submit workshop objectives and lesson plans
Week 7:	G1: Create workshop curriculum G2: Make another advertising push G3: Create post-workshop survey
Week 8:	G2: Complete preparations G2: Hold workshop
Week 9:	G3: Collect participant feedback G3: Analyze feedback
Week 10:	G1: Revise workshop based on findings G1: Present final workshop to development team

Logistics & Evaluation

Briefly describe the flexibility of work arrangements. (Work onsite? Offsite? Start later in the school year? Office space?:	I will be expected to work 5 hours a week onsite, the other 3 hours a week I can do remotely. The week of the event all of my hours will be onsite.
Briefly describe support services (phone, computer, etc.):	The company will provide me with a phone and a computer to use when I'm in the office.
Your work will be evaluated by::	Written report
If Other, please explain.:	

Signatures (Required for Printed Copy Only)

Manager's Commitment

- I have read the EdCareers "Internship Guidelines for Employers."
 - I have reviewed this Internship Agreement with the student and we agree with the terms and activities.
 - I will hold a weekly one-on-one check in with the student, at minimum 15-minutes.
 - I will complete the Intern Evaluation Survey during week 8 to provide written feedback on the student's performance and discuss my feedback with the student.
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Manager's Signature: _____

Student's Commitment

- I have read the EdCareers "Internship Guidelines for Students."
 - I have reviewed this Internship Agreement with my manager and we agree to the terms and activities.
 - I will participate in a weekly one-on-one check in with my manager.
 - I will complete the Internship Evaluation Survey during week 8 to provide written feedback on my internship.
 - I understand that what I have committed to in this document is bound by the Stanford Honor Code.
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Student's Signature: _____

Faculty Advisor Signature: _____

Program Director Signature: _____

Submit A Signed Hard Copy To:

Program Director (ICE, IEPA, Joint MA/MBA, LDT, POLS): _____

Faculty Advisor (Other MA's): _____

Doctoral Program Officer (Required for Ph.D. students): _____