

June 23, 2022

**MA/MBA INTERNSHIPS
2022-23 GUIDELINES**

Internships can be valuable learning opportunities for MA/MBA students. Up to 4 units of credit may be earned in an internship and applied to the MA degree. Please observe the following guidelines.

1. The internship should fulfill a learning objective relevant to education. It should supplement coursework by adding real-world experience to the exploration of educational topics and opportunities. The project you undertake should advance your understanding of an educational issue, not just a business concern. For example, if you are assisting a firm in exploring a new market opportunity, you should consider how the proposed venture would serve a currently underserved population, how it would address the educational challenges of that population, or how it might improve educational outcomes. You should explore what research supports the proposed product or service, how its educational efficacy could be assessed, or what theory of change supports the educational thesis. The project must focus on the “education case” as well as the business case facing the organization.
2. Discuss your learning objectives with the organization you hope to intern with to gain alignment about the scope and purpose of the project. Be sure to ask about nondisclosure and noncompete policies; the organization must allow you to present information about your project as part of your final presentation, although you may agree to keep certain aspects of your work confidential.
3. Arrange to consult with Program Director Geoff Cox about your plans. This meeting should take place prior to the start of the quarter in which your internship will occur, but no later than the end of the first week of the quarter.
4. Log in to the [EdCareers Portal](#) and complete the Internship Agreement. Note that this form must also be signed by the firm or organization that will host your internship. Once the Agreement is submitted it will be reviewed by the GSE Internship Manager who may ask for further information or clarification. You will be notified once the Agreement is approved.
5. Enroll for EDUC380 and select MA/MBA Program Director Geoffrey Cox as the Instructor. While you may select the number of credits you wish to enroll for (up to a maximum of 4), remember that each credit represents approximately 3 hours of work per week. At the end of the quarter, you will be asked to attest to the fact that your time commitment was commensurate with the credits earned.

6. You may enroll for Credit/No Credit only. You may not receive a letter grade for an internship.
7. You must be registered during the quarter of your internship. You may not receive credit for a prior experience, nor for a summer in which you are not otherwise enrolled.
8. Internships may be paid, unpaid, or be funded by a stipend. Students may not receive funding and academic credit for the exact same hours spent on the project. If you are paid for the time you spend at the organization, you will need to devote additional, unpaid time sufficient to earn academic credit. You may not intern at a company in which you have an interest as a founder, shareholder, or board member, even if such positions are unpaid.
9. In addition to the initial consultation with Geoff Cox, you must arrange for two meetings with him. One of these should occur midway through the project, and one should occur near the end. If the internship extends through the quarter, the second meeting should be scheduled during weeks 2-5, and the final meeting during weeks 8-10. These meetings are required to earn Credit. Email Geoff to set up these meetings at least one week prior to your desired appointment.
10. The final meeting should include a presentation about your experience. This may take several forms, but it must address educational issues, not just business concerns. You might write a brief paper (10-15 pages) or prepare a presentation that includes reflections on your experience and the educational issues it raised.
11. Email the following Attestation to Geoff Cox no later than 5 pm on the Friday of Week 10. Failure to complete this last step will result in a No Credit grade.

Attestation: I hereby attest that I devoted approximately XX hours to the internship for which I seek Y units of academic credit this quarter.