Stanford | Graduate School of Education EdCareers

EdCareers Internship Agreements

Welcome to a brief guide on internship agreements! Internship agreements help to ensure that you and the organization that you are working with are on the same page in terms of understanding the time, resources, and outcome of expectations for your internship.

NOTE: For a video version of this guide [click here](#).

Logging into the EdCareers Portal

1. Visit [edcareers.stanford.edu](#) and select the "EdCareers Portal" tab along the top of the page. From there, scroll down to find the alumni student log in as shown below:

2. In the "Alumni/Student Login" section log in with your Student ID Number (eight digits including one zero in front). Your screen should then look like this:

Creating an Internship Agreement

3. Click the circular icon with your initials in the top right corner and select "My Experiential Learning." From this page, select the "Add New Internship Agreement" button located at the upper left corner which brings you to your internship agreement.
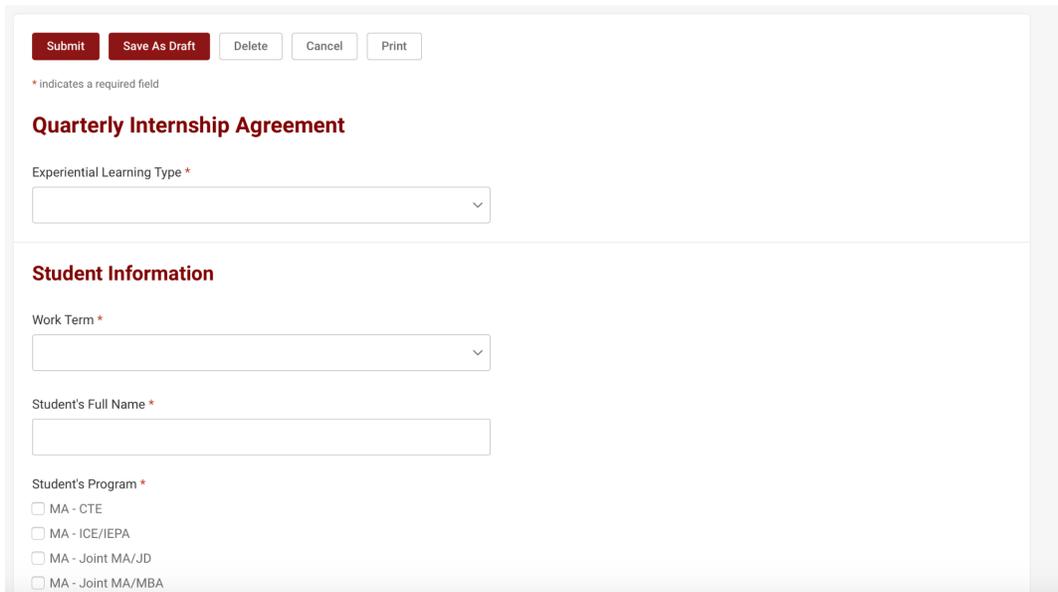
4. Fill out basic information about yourself, your internship, and the organization you will be interning with. For the organization, you will first search for the name of the organization. If it already exists within the EdCareers portal, you will be able to select it from a dropdown menu as shown below. If you search and do not find the name of your organization, you will enter the organization name in the box underneath.

5. You will also be asked whether or not the position is paid. If you are paid, you can earn one unit of academic credits. If you are unpaid you can earn more academic credit based on hours worked per week (2 units for 3-5 hrs/week and 3 for 6-10 hrs/week).

6. Fill out the sections asking which course(s) you are enrolled in as well as how many hours you plan to work.

Purpose and Goals

7. Answer a few short answer questions about your personal purpose and goals as well as some concerning the logistics about the details of your work.

8. Finally, you will need to fill out your signature at the bottom of the form and click the "Submit" button.

Wrapping Up

Now that you have submitted your internship application, it should look like this:
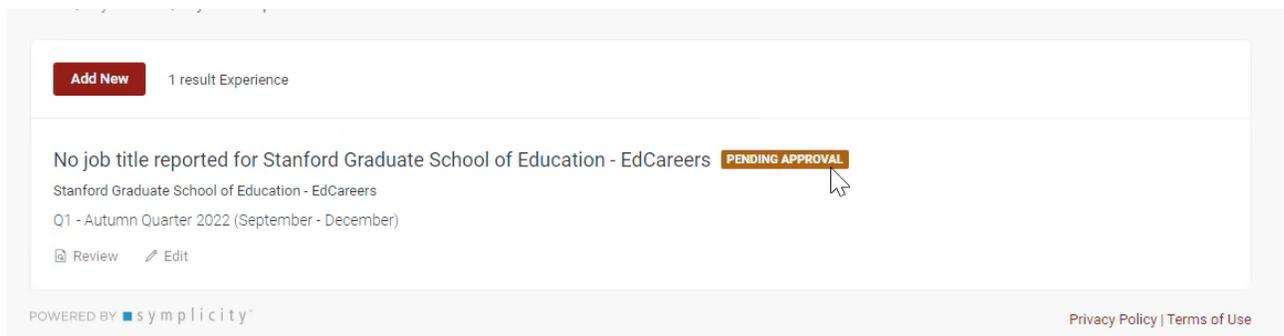
Please Note: Once you submit your internship agreement, it will be automatically sent to both EdCareers staff as well as your internship manager to ask for approval. You will not be receiving any emails when your internship agreement has been approved. If you have any concerns or you are unsure whether it has been approved, log into your account and click the "Edit" button located underneath your internship agreement. This will allow you to see where the internship

is pending as well as who you may want to reach out to for information regarding your internship.

You can always make changes using the "Edit" button as well as using this view to collect a printed version of your internship agreement. This can then be uploaded to the EDUC 215 Internship Workshop Canvas page.

Contact Us

That is our overview of internship agreements! As always, if you have any questions or concerns, please reach out to EdCareers at edcareers@stanford.edu.

NOTE: when edits are made, your internship agreement will need to go through the approval process again.