# Quarterly Internship Agreement

Type: Internship

## Student Information

<table>
<thead>
<tr>
<th>Work Term:</th>
<th>Autumn Quarter (September-December 2014)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student's Full Name:</td>
<td>Bob Smith</td>
</tr>
<tr>
<td>Student's Program:</td>
<td>MA</td>
</tr>
<tr>
<td>Intended Quarter(s):</td>
<td>Fall Quarter, Winter Quarter, Spring Quarter</td>
</tr>
</tbody>
</table>

## Organization and Manager

<table>
<thead>
<tr>
<th>Did you find this internship on the EdCareers Database?:</th>
<th>no</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Organization Name:</td>
<td>Stanford EdCareers</td>
</tr>
<tr>
<td>* Internship Title:</td>
<td>This Is An Example</td>
</tr>
<tr>
<td>Manager's Full Name:</td>
<td>Suzy Joe</td>
</tr>
<tr>
<td>Manager's Title:</td>
<td>Intern Manager</td>
</tr>
<tr>
<td>Manager's Email:</td>
<td><a href="mailto:xxx@stanford.edu">xxx@stanford.edu</a></td>
</tr>
<tr>
<td>Organization's Website URL:</td>
<td>edcareers.stanford.edu</td>
</tr>
</tbody>
</table>

## Internship Details

<table>
<thead>
<tr>
<th>Is this position paid?:</th>
<th>no</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Credit:</td>
<td>2</td>
</tr>
<tr>
<td>Are you enrolled in one of these courses?:</td>
<td>EDUC 210X</td>
</tr>
<tr>
<td>Hours Per Week:</td>
<td>8</td>
</tr>
<tr>
<td>Total Expected Hours This Quarter:</td>
<td>80</td>
</tr>
</tbody>
</table>

## Purpose

<table>
<thead>
<tr>
<th>How does this internship support your long term professional goals?:</th>
<th>It will help me gain industry knowledge specific to the industry I hope to go work in after Stanford.</th>
</tr>
</thead>
<tbody>
<tr>
<td>How does THIS internship impact the organization and contribute to it's mission?:</td>
<td>The work I do can be used by the organization in coming years to better prepare its employees.</td>
</tr>
</tbody>
</table>
# 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.**  
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.

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.

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):