Quarterly Internship Agreement

Type
Internship

Student Information

Work Term
Autumn Quarter 2016 (September - December)

Student's Full Name
Bob Smith

Student's Program
POLS

Project Topic and/or Description
Designing and conducting career services workshops.

Intended Quarter(s):
Fall Quarter, Winter Quarter

Organization and Manager

Search below to see if the organization's name is in the EdCareers database

Organization Name
Stanford Graduate School of Education - EdCareers

If the organization is not in the EdCareers database please enter the name below.

* Organization Name
Organization's Website URL
edcareers.stanford.edu

Did you find this internship on the EdCareers Database?
no

* Internship Title
This is an Example

Hiring Manager's Full Name
Suzy Joe

Hiring Manager's Title
Intern Manager

Hiring Manager's Email
xxx@stanford.edu

Immediate Supervisor (if different from Hiring Manager)

Immediate Supervisor's Title

Immediate Supervisor's Email

Internship Details

Is this position paid?
no

Academic Credit
2

Are you enrolled in one of these courses?
EDUC 210

Hours Per Week
8

Total Expected Hours This Quarter
80
Purpose

How does this internship support your long term professional goals?
This Internship will help me gain knowledge specific to the industry I hope to go work in after graduating from the Stanford Graduate School of Education.

How does THIS internship impact the organization and contribute to its 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 workshops.
Goal 2: Conduct career readiness workshops.
Goal 3: Analyze effectiveness of career readiness workshops.

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 desire entry-level skill set of ideal candidate.

Week 3
G1: Write 1-2 pg. benchmark report on career service centers.
G2: 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.
G2: 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 am in the office.

Your work will be evaluated by:
Written report

If Other, please explain.

Immediate Supervisor and Student Commitment

**Complete the Internship Agreement Commitment and Signature Page provided.**

Student Signature
Internship Agreement Commitment and Signature Page

Student Name: __Bob Smith__________________________________________________________

GSE Program: ___POLS______________________________________________________________

Internship Organization: __Stanford EdCareers__________________________________________

Internship Title: ___This is an Example________________________________________________

Internship Quarter (Work Term): ___Fall Quarter 2016____________________________________

Student’s Commitment:

• I have read the EdCareers "Internship Guidelines for Students."  
• I have reviewed this Internship Agreement with my immediate supervisor and we agree with the terms and activities.
• I will participate in a weekly one-on-one check in with my immediate supervisor.
• I will complete the Internship Feedback Survey during week 8 to provide written comments on my internship.
• I understand that what I have committed to in this document is bound by the Stanford Honor Code.

Student Signature: ___Bob Smith___________________________________________ Date: ___10/15/16____

Immediate Supervisor’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 Feedback Survey during week 8 to provide written feedback on the student’s performance and discuss my feedback with the student.

Immediate Supervisor Signature: ___Suzie Joe_____________________________________ Date: ___10/15/16____

Submit the hard copies of the Internship Agreement AND the signed Internship Agreement Commitment and Signature Page by the Internship Agreement deadline to ONE of the following (based on your GSE program):

a. Program Director (ICE, IEPA, Joint MA/MBA, LDT, POLS)
b. Faculty Advisor (Other MA’S)
c. Doctoral Program Officer (PhD students)