FEP Internship Guidelines – Spring 2018

SIX STEPS TO SECURING AN FEP INTERNSHIP

1) Identify your goals.
   - What do you want to achieve? (e.g., Do you want to explore new career options, gain hands-on experience with mentorship, strengthen your resume and leverage your experience to jump start your career?)
   - With whom/where/in what environment do you want to explore and learn? (e.g., Higher Education, start-ups, schools and school systems, NGOs, governmental agencies, museums?)

2) Find or create an internship.
   - Search HIRED at gse-harvard-csm.symplicity.com/students
   - Choose an existing internship (Jobs → CSM jobs → Internships (local or non-local) or Part-time Jobs → Search term → Search).
   - Create your own (Jobs → CSM jobs → Expired Jobs → Search term → Search).
   - Or talk to faculty or professional connections on LinkedIn or elsewhere.

3) Think about how you want to structure your internship.
   - Hours: A minimum of 8-10 hours/week over 10-11 weeks
   - Location: Local and/or virtual
   - Compensation: Paid (hourly, stipend, work-study) or unpaid
     **You can enroll in S-997 (Field Experience: Reflective Inquiry into Professional Practice) and still be paid for a mentored internship.**

4) Contact the employer, as early as you can (to ask questions; find out if the internship is a good fit).
   **If you intend to enroll S-997, share The Mentor Role document and deadlines with your potential employer.**

5) Apply according to employer’s instructions in the “How to Apply” section of the HIRED posting.

6) Enroll in S-997:
   - Enroll no later than Friday, January 19.
   - Submit a Field Experience Offer Confirmation Form on the S-997 Canvas site by Friday, January 26.

INTERNSHIP RESOURCES

- Career Resource Center (CRC): cso.gse.harvard.edu
- Credit options: CRC → About Internships → Credit Options
- Distant (virtual) internships: CRC → Finding Internships → Distant Internship Information (in right-hand sidebar)
- Resumes: CRC → Tools & Techniques → Getting Ready for the Job Search → Resumes & Profiles
- Cover letters: CRC → Tools & Techniques → Getting Ready for the Job Search → Cover Letters & Portfolios
- GAP analysis: CRC → Educate Yourself → Deciding on a Career → What You Need to Develop
- Lynda.com: http://lynda.harvard.edu/ → Login to LyndaCampus → free access to Lynda.com videos
- Student Employment Office: seo.harvard.edu for any work-study-fund-related questions
- Harvard International Office: hio.harvard.edu for rules for doing internships as an international student. Confirm your plans with Joseph Chen at joseph.chen@harvard.edu.

IMPORTANT DATES

- Register for S-997 by Friday, Jan. 19.
- Submit the Field Experience Offer Confirmation Form by Friday, Jan. 26.
- Start your internship no later than Friday, Feb. 9.
- Complete your internship no later than Friday, Apr. 2

QUESTIONS?

Please email Rachel Gakenheimer (Manager of Practice-based Learning, CSO) at rachel.gakenheimer@gse.harvard.edu or schedule an appointment with her: HIRED → HGSE – Career Coaching Session.