The Field Experience Program: The Mentor’s Role
Spring, 2019

The Field Experience Program (FEP) at HGSE offers Interns the opportunity to enroll in S-997: Field Experience: Reflective Inquiry into Professional Practice – a course designed to support the development of the critical habits of mind and skills necessary for immediate and on-going professional growth. Only those students with confirmed and mentored internships may enroll in S-997.

Mentors working with FEP Interns complement the reflective practices Interns learn and experience in the course. Mentors do more than oversee the “what” and “how” of Interns’ work – and are more than models of “good” practice. FEP Mentors also help Interns learn from and about practice. During weekly conversations, Mentors join Interns in co-investigating the “why” of a profession, its required skills, and its organizations; and they help Interns understand how to use reflective practices to foster on-going professional growth and membership.

To ensure that your work with your Intern is meaningful to both of you, we ask that you:

1. Notify your Intern about your hiring decision no later than Th/January 24.
   (Note: To enroll in S-997, Interns must register and confirm their internships by F/January 25.)
2. Attend the Mentor-Intern Expectations meeting and complete the FEP Expectations Form.
   - Attend the Mentor-Intern Expectations meeting: On M/February 4 – 4:30-6:00 pm.
     - During this session, all Interns and local Mentors meet in HGSE’s Gutman Conference Center to review the potential and possibilities of the Mentor-Intern relationship.
     - Then local Interns and Mentors continue to meet to complete the FEP Expectations Form – by discussing their strengths, expectations for working together, and possible challenges – and by establishing goals and outcomes, norms for communication, the substance of the Interns’ role and responsibilities, timelines and logistics, and how Mentors will support their Interns.
   - Complete the FEP Expectations Form: No later than F/February 8 – the deadline for Interns to submit the Form.
     - All Interns and Mentors who were unable to complete the Expectations Form on February 4 must meet (in person, virtually, or by phone) to complete the Form by the submission deadline (February 8).
3. Orient your Intern to your organization and provide internal/external networking opportunities.
4. Meet with your Intern at least once a week (virtually or in person) to discuss progress, answer questions, offer feedback, and reflect about broader professional principles and topics.
5. Touch base with your Intern in between weekly meetings. (If you know you will be inaccessible for a week or more, you should provide your Intern with back-up mentorship.)
6. Complete the following.
   - Two course-related interviews (that your Intern will conduct with you)
   - A Mid-term Reflection about how you and your Intern are meeting each other’s expectations (which Interns must complete with you and submit no later than F/March (date TBC)
   - A semester-end Mentor-Intern conversation (which Interns must complete by the last day of their internship – no later than F/April 19)
   - A Field Experience Program Exit Survey (due no later than F/May 3).

Additional Questions? Please email: rachel_gakenheimer@gse.harvard.edu