

**ENROLLMENT STEPS FOR S-997: FIELD EXPERIENCE – Reflective Inquiry into Professional Practice**  
**Events and Deadlines at a Glance–Fall 2018**

<i>Monday, Aug 27</i>	<i>Tuesday, Aug 28</i>	<i>Wednesday, Aug 29</i>	<i>Thursday, Aug 30</i>	<i>Friday, Aug 31</i>
	<p><b>S-997 Preview</b> 1:30pm &amp; 2:05pm (Larsen 214)</p> <p><b>CSO Quick Questions</b> 3-4pm (Gutman Lobby)</p>	<p><b>CSO Quick Questions</b> 12 – 1pm (Gutman Lobby)</p>	<p><b>APPLIED LEARNING EXPO</b> GCC 1-4pm</p>	<p><b>S-997 Course Enrollment Deadline</b></p>
<i>Monday, Sept 3</i>	<i>Tuesday, Sept 4</i>	<i>Wednesday, Sept 5</i>	<i>Thursday, Sept 6</i>	<i>Friday, Sept 7</i>
<i>Monday, Sept 10</i>	<i>Tuesday, Sept 11</i>	<i>Wednesday, Sept 12</i>	<i>Thursday, Sept 13</i>	<i>Friday, Sept 14</i>
				<p><b>S-997 Offer Confirmation Forms due</b></p>

**1. Attend an S-997 Shopping Session and the Career Services Office’s (CSO) Quick Questions.**

- **S-997 Shopping Session:** An introduction to the teaching team, the course syllabus and requirements, and important details about course enrollment—and why this course matters.
- **CSO Quick Questions:** Haven’t secured your internship yet and/or have questions? Come by and ask us!

**2. Research Internship Opportunities**

- Locate local and non-local listings on [Hub \(https://communities.gse.harvard.edu/hgsehub/\)](https://communities.gse.harvard.edu/hgsehub/) or create your own internship opportunities by approaching organizations and mentors yourself.
- Visit the [HGSE Internship Information Center website \(cso.gse.harvard.edu\)](http://cso.gse.harvard.edu) for additional resources to help you with your internship search.
- Share the Mentor Role handout with your potential internship organization.
- Also confirm with your mentor which of the two Expectation Sessions you will attend on **Monday, September 24** to discuss your expectations of each other and the internship. (Visit the S-997 course Canvas site for times.)

**3. Enroll in S-997 by Friday, August 31.**

- Enroll in the S-997: Field Experience no later than the HGSE course enrollment deadline (even if you have not yet confirmed your internship). (Note that you will be unable to add S-997 after this deadline.)

**4. Complete and SAVE an Offer Confirmation Form on Canvas by Friday, September 14.**

- This form confirms that you have received and accepted an offer for an internship, reviewed the course syllabus and class schedule, and discussed the requirements of the program with your S-997 Mentor (as well as the time you both will attend class on Monday, September 24).
- After the deadline, the S-997 team will review your Offer Confirmation Form and assign you a Teaching Fellow (TF) who will contact you prior to the first class session (concerning the first readings and journal). If your TF does not contact you **by Thursday, September 20**, please notify FEP Faculty Director Vicki Jacobs at [vicki\\_jacobs@gse.harvard.edu](mailto:vicki_jacobs@gse.harvard.edu).