

ENROLLMENT STEPS FOR S-997: FIELD EXPERIENCE – Reflective Inquiry into Professional Practice
Events and Deadlines at a Glance–Fall 2017

<i>Monday, Aug 21</i>	<i>Tuesday, Aug 22</i>	<i>Wednesday, Aug 23</i>	<i>Thursday, Aug 24</i>	<i>Friday, Aug 25</i>
	INTERNSHIP EXPO GCC 1-4pm	CSO Quick Questions 12 – 1pm (Gutman Lobby)	S-997 Shopping 10:10-10:40am & 10:45-11:15am CSO Quick Questions 12 – 1pm (Gutman Lobby)	CSO Quick Questions 12 – 1pm (Gutman Lobby)
<i>Monday, Aug 28</i>	<i>Tuesday, Aug 29</i>	<i>Wednesday, Aug 30</i>	<i>Thursday, Aug 31</i>	<i>Friday, Sept 1</i>
	S-997 Course Enrollment Deadline			
<i>Monday, Sept 4</i>	<i>Tuesday, Sept 5</i>	<i>Wednesday, Sept 6</i>	<i>Thursday, Sept 7</i>	<i>Friday, Sept 8</i>
				S-997 Internship Confirmation Form due

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 [Hired \(gse-harvard-csm.symphlicity.com/students/\)](http://Hired(gse-harvard-csm.symphlicity.com/students/)) or create your own internship opportunities by approaching organizations and mentors yourself.
- Visit the [HGSE Internship Information Center website \(cso.gse.harvard.edu\)](http://HGSE Internship Information Center website (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 18** 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 Tuesday, August 29.

- 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 8.

- 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 18).
- 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 Friday, September 15**, please notify FEP Faculty Director Vicki Jacobs at vicki_jacobs@gse.harvard.edu.