



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

<i>Monday, Jan 22</i>	<i>Tuesday, Jan 23</i>	<i>Wednesday, Jan 24</i>	<i>Thursday, Jan 25</i>	<i>Friday, Jan 26</i>
				<p>S-997 Course Enrollment Deadline</p> <p>S-997 Internship Confirmation Form <i>due</i> on course Canvas page</p>
<i>Monday, Jan 29</i>	<i>Tuesday, Jan 30</i>	<i>Wednesday, Jan 31</i>	<i>Thursday, Feb 1</i>	<i>Friday, Feb 2</i>

Attend an S-997 Shopping Session and the Career Services Office’s (CSO) Quick Tips for Internships (schedule TBD).

- **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 Tips for Internships:** Haven’t secured your internship yet and/or have questions? Come by and ask us!

Research Internship Opportunities

- Locate local and non-local listings on [HIRED \(gse-harvard-csm.symplicity.com/students\)](http://gse-harvard-csm.symplicity.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://cso.gse.harvard.edu) or additional resources to help you with your internship search.
- Share with your potential internship organization the handout that outlines requirements for being an S-997 Mentor.
- Also confirm with your mentor which session the two of you will attend on February 5 to discuss your expectations of each other and the internship. (Visit the S-997 course website for more information.)

Enroll in S-997 by Friday, Jan 26.

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

Complete and SAVE an Offer Confirmation Form on the course Canvas page by Friday, Jan 26.

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 February 5).

- 1) [Log into HIRED](#), CSO’s online jobs database.
- 2) After logging in, click on “HGSE – S-997: Field Experience” (listed in Shortcuts on the *Hired* homepage).
- 3) From this page, click “Add new.”
- 4) If you have already saved a draft of your Offer Confirmation Form, you can simply click “edit” next to your form.
- 5) Complete the form. To save the form, you will need to answer all of the required questions (marked with a red asterisk [*].) You can “save draft” as you complete the form; however, you must “SAVE” the entire form by the deadline to officially complete the process.

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 January 31st**, please notify FEP Faculty Director Vicki Jacobs at: vicki_jacobs@gse.harvard.edu.