



HARVARD GRADUATE SCHOOL OF EDUCATION



Welcome from the Field Experience Program!

We are writing to invite you to complete a Field Experience Program (FEP) internship during your year at HGSE. An FEP internship provides you with the invaluable opportunity to:

- Connect theory with real-life practice,
- Gain hands-on experience,
- Explore career options you might want to pursue after graduation, and
- Build your resume.

FEP internships can be local or virtual in one of a wide variety of educational settings (e.g., a non-profit agency/corporation, an Ed-Tech start-up, a museum, a K-12 school/central office, higher education, or a research lab). Past Interns have worked with such organizations as WGBH, The Civil Rights Project, the Boston Public Schools, ACCESS Boston, international NGOs, and Harvard offices (e.g., Career Services, Student Affairs, or Admissions). Some internships offer stipends (in which case, you could use work-study funds you might have). After graduation, many FEP Interns have accepted positions at their internship sites or leveraged their experiences to embark on successful careers.

Those in FEP internships also have the unique opportunity to enroll in S-997 (Field Experience – Reflective Inquiry into Professional Practice). This four-credit course provides Interns with means to analyze, synthesize, and reflect on what they are learning through their field-based work.

For more information about internships:

- **Attend the Career Services Office's (CSO's) Quick Questions sessions.**
M/August 22 (1-2pm); Th/August 25 (1-2pm); M/August 29 (10-11am) – in the lobby of the Gutman Library
- **Attend the CSO's Internship Expo.**
Tuesday, August 30th, 12-2pm in the Gutman Conference Center (*no registration necessary*).
Talk with employers about internship opportunities; investigate developing your own.
- **Visit CSO's [website](#).**
Learn how to find and plan your internship. Peruse internship postings through HIRED [here](#).
- **Contact CSO at: internships@gse.harvard.edu.**
You may also contact the CSO Internships Manager, Rachel Gakenheimer, directly at rachel.gakenheimer@gse.harvard.edu.

For more information about S-997:

- **Visit the S-997 Canvas site and attend the S-997 Shopping session on Wednesday, August 24 at 10:30am or 11:15am.**
Find information about enrollment, the syllabus, and deadlines.
- **Register for S-997 by M/August 29.**
You can drop the course later if you are unable to confirm your internship, but *you cannot add the course after August 29.*
- **Submit a Field Experience Confirmation Form on HIRED by F/September 9.**
- **Email the Lead TF for S-997 with additional questions about the course.**
You can reach Nell O'Donnell, the Lead TF for S-997 at eb0645@mail.harvard.edu.

With best wishes for an outstanding academic year!

Vicki Jacobs, Director, Field Experience Program
Rachel Gakenheimer, Career Services Office's Internships Manager
Nell O'Donnell, S-997 Lead TF