



# THE DISTANT INTERNSHIP PROGRAM (DIP)

*Non-Local Employers  
Spring 2016*

The [Distant Internship Program \(DIP\)](#) connects talented HGSE students, enrolled in **S-997: Field Experience – Reflective Inquiry into Professional Practice**, with non-local organizations—across a distance. Interns are current HGSE students who strive to apply cutting-edge research and their classroom experiences to meaningful, real-life projects. Under the direction of an organizational mentor, interns have the opportunity to learn from and contribute to organizations across the globe—via Skype, phone and email.

*Please note: The Distant Internship Program was developed through a close partnership with Professor Fernando Reimers, Director of the International Education Policy (IEP) Program. S-997 is open to all students at HGSE. Please visit our website to learn about the different academic program areas: <http://www.gse.harvard.edu/academics/masters/>*

## Marketing Your Internship Opportunity

You can post and manage your own internship posting(s) online by visiting *Hired*, our career management system (<https://gse-harvard-csm.symplicity.com/employers>). To post your opportunity, you will need to register for an account online the first time you visit *Hired*. Please be sure to select “Internship (at non-local organization)” when submitting your post.

*Please note: HGSE does not match organizations with specific students; however, we do publicize internships and support students through the process of securing an internship.*

## Timing

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- Be sure to check your country’s guidelines for legal lengths of internships.
- Post internships **by early January** (*for best visibility; postings are welcome on an ongoing basis*).
- Employers must notify students of hiring decisions by **Thurs., January 28th** (for students to get credit through the DIP program).
- The internship is an 11-week, 8-10 hours/week experience (for a total of ~88 hours).
- Internships run the weeks of February 1<sup>st</sup> through the week of April 18<sup>th</sup> (*Mentors and Interns negotiate their weekly schedules*).
- DIPs can be for one semester or for the entire academic year.

## Compensation

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- Payment is based on regulations of the organization and host country of the mentor—as well as resources of the organization.
- According to American regulations, students can be paid *and* receive course credit for the same internship.
- Although compensation is *not* required, it can make an internship more attractive to prospective interns.
- Compensation can vary (e.g., hourly or in the form of a stipend).
- Some employers are eligible to compensate students through funding from the Federal Work-Study Program (FWSP). *To be eligible for FWSP, employers must be U.S. based and meet the basic FWSP requirements.* (Please visit <http://www.seo.harvard.edu> for more information on FWSP eligibility.)

## Ideas for Structuring Your Distant Internship Opportunity

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- Check if host country has regulations that guide internships, and be sure to follow those guidelines.
- Hire a pair or small group of HGSE students. This has been especially successful for DIP internships.
- Focus your internship project(s) and make sure they are manageable given the timeframe and hours students have to work with you (approx. 11 weeks, 8-10 hours/week).
- Leverage technology throughout the internship. Past Mentors and students have found using Skype, Google

- Docs and Dropbox helpful—as well as having frequent email and phone communication with each other.
- Plan on having at least one in-person meeting and/or visit to your organization, *if at all possible*.

## **Requirements for Participating Employers**

*Mentors (Internship Supervisors) are required to:*

- Conduct at least 1 phone conversation weekly (45-60 mins) with the intern to discuss progress and answer questions. (Of course, informal communication is more than welcome between weekly check-ins!)
- Assign a colleague as a back-up Mentor—in case the primary Mentor is unreachable for a week or more.
- Participate in S-997's kick-off mentors-only *Expectations* webinar (**Tues. Feb. 9th, 12-1pm EST**). (Mentors will receive a link and instructions via email.)
- Explicitly define expectations, goals and timelines at the start of the semester.
- Orient their intern to their profession and organization and support the intern's internal/external networking opportunities.
- Complete a mid-semester review of their and their interns' progress in meeting original expectations, goals, and timelines (and attend a virtual meeting with the intern and intern's Teaching Fellow, if necessary).
- Submit an online, final evaluation of DIP at the conclusion of the semester.

## **DIP Project Examples**

Students come to HGSE with a wide range of skills, work experiences and interests. Therefore, we encourage organizations to offer them experience with new and unique projects. It is important to keep in mind that, while our students can—and do—make significant contributions wherever they intern, they are first and most importantly *students* who want to hone their skills under expert direction.

Successful projects are focused with clearly defined end-goals (like writing a grant or proposal, giving a presentation, evaluating a project, publishing the work, etc.) as this allows interns to learn how their contributions relate to the larger organization.

Some broad project areas that have been of interest in the past to our International Education Policy (the primary participants in DIP) include those which enhance competency skills for future careers in the following:

- **Research/Evaluation**
  - Developing case studies or research reports
  - Producing desktop research papers
- **Curriculum Development**
  - Developing teaching support document(s)
  - Creating teaching guides or classroom materials
- **Project management/Facilitation**
  - Coordinating communications, facilitating meetings, managing project timelines, evaluating projects
  - Producing marketing materials and other development-related deliverables
- **Social entrepreneurship**
  - Participating in discrete projects within a start-up organization

As a host internship, you will want to be sure to **write a description within the legal framework of the host countries' guidelines for internships**. Interns often represent an affordable labor force for companies and provide students with a learning environment and ability to transition into the labor market. **Please ensure that your internship description includes both value to the organization and the student's learning.**

### **A Sampling of Previous DIP Employer Organizations**

CARE	FEPADE	Teach for All, Inc.
Centro de Investigacion y	UNESCO	Teachers without Borders
Docencia Economicas	Lift up Africa	Via Education
Consejo Nacional de	Ministry of Education, Jamaica	UNICEF
Fomento	Room to Read	
Educativo	Save the Children	