

FEP Internship Guidelines – Spring 2017

SIX STEPS TO SECURING AN FEP INTERNSHIP

1) Identify your goals.

- What do you want to achieve (gaps you want to fill)?
- With whom/where/in what environment do you want to explore and learn?

2) Find or create an internship.

- **Search** HIRED at www.gse.harvard.edu → Current Students → my.Harvard → Career Services (HGSE) → cso.gse.harvard.edu → Find Jobs.
 - Choose an existing internship (Jobs → CSM jobs → Internships (local or non-local) → Search term → Search).
 - Create your own (Jobs → CSM jobs → Expired Jobs → Search term → Search).
 - Or talk to faculty or professional connections on LinkedIn or elsewhere.

3) Think about how you want to structure your internship.

- Hours: ~ A minimum of 8-10 hours/week for 10-11 weeks
- Location: Local and virtual-only
- Compensation: Paid (hourly, stipend, work-study) and unpaid

****You can enroll in S-997 (Field Experience: Reflective Inquiry into Professional Practice) and still be paid for a mentored internship.****

4) Contact the employer, as early as you can (to ask questions; find out if the internship is a good fit).

****If you intend to enroll S-997, share The Mentor Role document and deadlines with your potential employer.****

5) Apply according to employer's instructions in the "How to Apply" section of the HIRED posting.

6) To enroll in S-997:

- **Register no later than F/January 20.**
- **Submit a Field Experience Offer Confirmation Form** on the S-997 Canvas site **by Friday, January 27.**

INTERNSHIP RESOURCES

- **Career Resource Center** (cso.gse.harvard.edu)
 - Credit options ([Ed.M. CRC → About Internships → Credit Options](#))
 - Distant (virtual) internships ([Ed.M. CRC → Finding Internships → Distant Internship Information](#))
 - Resumes ([Ed.M. CRC → Tools & Techniques → Resumes & Profiles](#))
 - Cover letters ([Ed.M. CRC → Tools & Techniques → Cover Letters & Portfolios](#))
 - GAP analysis ([Ed.M. CRC → Educate Yourself → Deciding on a Career → What You Need to Develop](#))
- **Lynda.com** (<http://lynda.harvard.edu/> → Login to LyndaCampus → free access to Lynda.com videos)
- **Student Employment Office** (seo.harvard.edu for any **work-study-fund**-related questions)
- **Harvard International Office** (hio.harvard.edu for rules for doing internships as an **international student**. Confirm your plans with Joseph Chen at joseph_chen@harvard.edu.)

IMPORTANT DATES

- **Register** for S-997 (Field Experience: Reflective Inquiry into Professional Practice) by **Friday, January 20.**
 - **Submit** the Field Experience Offer Confirmation Form by **Friday, January 27.**
 - **Start** your internship no later than **Friday, February 10.**
 - **Complete** your internship no later than **Friday, April 21.**

QUESTIONS?

Please email **Rachel Gakenheimer** (CSO Internships Manager) (rachel.gakenheimer@gse.harvard.edu) or schedule an appointment with Rachel during her office hours (at HIRED → HGSE – Office Hours).