

FEP Internship Guidelines – Spring 2018

SIX STEPS TO SECURING AN FEP INTERNSHIP

1) Identify your goals.

- What do you want to achieve? (e.g., Do you want to explore new career options, gain hands-on experience with mentorship, strengthen your resume and leverage your experience to jump start your career?)
- With whom/where/in what environment do you want to explore and learn? (e.g., Higher Education, start-ups, schools and school systems, NGOs, governmental agencies, museums?)

2) Find or create an internship.

- Search HIRED at gse-harvard-csm.symplicity.com/students
- Choose an existing internship ([Jobs](#) → [CSM jobs](#) → [Internships \(local or non-local\)](#) or [Part-time Jobs](#) → [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 over 10-11 weeks
- Location: Local and/or virtual
- Compensation: Paid (hourly, stipend, work-study) or 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) Enroll in S-997:

- **Enroll no later than Friday, January 19.**
- **Submit a Field Experience Offer Confirmation Form** on the S-997 Canvas site **by Friday, January 26.**

INTERNSHIP RESOURCES

- **Career Resource Center (CRC):** cso.gse.harvard.edu
 - Credit options: [CRC](#) → [About Internships](#) → [Credit Options](#)
 - Distant (virtual) internships: [CRC](#) → [Finding Internships](#) → [Distant Internship Information \(in right-hand sidebar\)](#)
 - Resumes: [CRC](#) → [Tools & Techniques](#) → [Getting Ready for the Job Search](#) → [Resumes & Profiles](#)
 - Cover letters: [CRC](#) → [Tools & Techniques](#) → [Getting Ready for the Job Search](#) → [Cover Letters & Portfolios](#)
 - GAP analysis: [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 by Friday, Jan. 19.**
- **Submit the Field Experience Offer Confirmation Form by Friday, Jan. 26.**
- **Start your internship** no later than **Friday, Feb. 9.**
- **Complete your internship** no later than **Friday, Apr. 2**

QUESTIONS?

Please email **Rachel Gakenheimer** (Manager of Practice-based Learning, CSO) at rachel.gakenheimer@gse.harvard.edu or schedule an appointment with her: [HIRED](#) → [HGSE – Career Coaching Session](#)).