



**The Field Experience Program: The Mentor's Role  
Fall, 2016**

The Field Experience Program (FEP) at HGSE offers Interns the opportunity to enroll in S-997: Field Experience: Reflective Inquiry into Professional Practice – a course designed to support their development of the critical habits of mind and skills necessary for immediate and on-going professional growth. Only those students with confirmed and mentored internships may enroll in S-997.

Mentors working with FEP Interns *complement* the reflective practices Interns experience in the course. Mentors do more than oversee the “what” and “how” of Interns’ work – and are more than models of “good” practice. FEP Mentors also help Interns *learn from* and *about* practice. During weekly conversations, Mentors join Interns in co-investigating the “why” of a profession, its required skills, and its organizations; and they help Interns understand how to use reflective practices to foster on-going professional growth and membership.

To ensure the Interns’ work and the Mentor-Intern relationship are meaningful, we ask Mentors to:

- 1. Notify their Interns about hiring decisions no later than *Th/September 8*.**  
(*Note: To enroll in S-997, Interns must confirm their internships by F/September 9.*)
- 2. Attend a Mentor-Intern Expectations meeting – locally or virtually.**
  - **Local Mentors/Interns: *M/September 19* – either *2:30-4:00pm* or *5:00-6:30pm***  
During this session, Mentors and Interns meet in HGSE’s *Gutman Conference Center* to share strengths, expectations for working together, and possible challenges. Together, they establish goals and outcomes, norms for communication, the substance of Interns’ long-term and daily roles and responsibilities, timelines and logistics, and how Mentors will support their Interns. ***Note: Mentors who cannot attend either Expectations meeting*** should meet (in person) with their Interns to complete the FEP Expectations Form by ***F/September 23*** (the last day Interns can submit the form).
  - **Distant Mentors/Interns:**
    - **Distant Interns** should attend the first 45-minutes of ***one*** of the on-campus meetings ***on M/September 19*** (as outlined above).
    - **Distant Mentors** should communicate with their Interns’ Teaching Fellows – no later than ***T/September 20*** – to discuss expectations, possibilities, and challenges of distant internships.
    - **Distant Mentors and Interns then meet** (virtually or by phone) by ***F/September 23*** to complete the FEP Expectations Form (which is due no later than ***Sun/September 25***).
- 3. Orient their Interns** to their organizations and provide internal/external networking opportunities.
- 4. Meet with their Interns at least once a week** (virtually or in person) to discuss progress, answer questions, offer feedback, and *reflect about broader professional principles and topics*.
- 5. Touch base with their Interns in between weekly meetings.** (If Mentors know they will be inaccessible for a week or more, they should **provide Interns with back-up mentorship**.)
- 6. Complete the following.**
  - Two course-related interviews (that Interns will conduct with them).
  - A Mid-term Reflection (***no later than F/October 21***).
  - A semester-end Mentor-Intern conversation (***no later than F/December 2 ~ the last day for internships to end***).
  - An FEP Exit Survey (***no later than F/December 2***).