



**The Field Experience Program: The Mentor's Role  
Fall, 2017**

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 the 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 learn and 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 that your work with your Intern is meaningful to both of you, we ask that you:

1. **Notify your Intern about your hiring decision no later than *Th/September 7*.**  
(*Note: To enroll in S-997, Interns must register and confirm their internships by F/September 8.*)
2. **Attend the Mentor-Intern Expectations meeting and complete the FEP Expectations Form.**
  - **Attend the Mentor-Intern Expectations meeting: On M/September 18– 4:30-6:00 pm.**
    - During this session, all Interns and local Mentors meet in HGSE’s *Gutman Conference Center* to review the potential and possibilities of the Mentor-Intern relationship.
    - Then local Interns and Mentors continue to meet to complete the FEP Expectations Form – by discussing their strengths, expectations for working together, and possible challenges – and by establishing goals and outcomes, norms for communication, the substance of the Interns’ role and responsibilities, timelines and logistics, and how Mentors will support their Interns.
  - **Complete the FEP Expectations Form: No later than F/September 22 – the deadline for Interns to submit the Form.**
    - **All Interns and Mentors who were unable to complete the Expectations Form on *September 18* must meet (in person, virtually, or by phone) to complete the Form by the submission deadline (*September 22*).**
3. **Orient your Intern** to your organization and provide internal/external networking opportunities.
4. **Meet with your Intern 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 your Intern in between weekly meetings.** (If you know you will be inaccessible for a week or more, you should **provide your Intern with back-up mentorship.**)
6. **Complete the following.**
  - Two course-related interviews (that your Intern will conduct with you)
  - A Mid-term Reflection about how you and your Intern are meeting each other’s expectations (*which Interns must complete with you and submit no later than F/October 20*)
  - A semester-end Mentor-Intern conversation (*which Interns must complete by the last day of their internship – no later than December 1*)
  - A Field Experience Program Exit Survey (*due no later than F/December 1*)