



**The Field Experience Program: The Mentor's Role
Fall, 2018**

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.

Students enroll in S-997 to learn how to learn from their practice. In turn, FEP Mentors complement the reflective practices Interns learn in the course by providing more than supervision (e.g., of the “what” and “how” of Interns’ work) and more than modelling “good” practice. FEP Mentors also help Interns *learn from* and *about* their work. During weekly conversations, Mentors join Interns in co-investigating the “why” of a profession, its organizations, and its skill set; and they help Interns understand how to use reflective practices to foster on-going professional growth and membership.

To ensure that Mentors’ work with their Intern is meaningful to both of them, we ask Mentors to:

1. **Notify their Interns about hiring decision no later than *Th/September 13*.**
(*Note:* To enroll in S-997, Interns must register and confirm their internships by *F/September 14*.)
2. **Attend the Mentor-Intern Expectations meeting and complete the FEP Expectations Form.**
 - **Attend the Mentor-Intern Expectations meeting: *On M/September 24 – 4:30-6:00pm at HGSE or virtually.***
During this session, all Interns and local Mentors meet to 1) review the potential and possibilities of their relationship and 2) complete the FEP Expectations Form (which asks Mentors and Interns to discuss their strengths, expectations for working together, and possible challenges – and to establish goals and outcomes, norms for communication, the substance of the Interns’ role and responsibilities, timelines and logistics, and how Mentors will provide regular support to their Interns).
 - **Complete the FEP Expectations Form: *No later than F/September 28 – the deadline for Interns to submit the Form.***
Note: Interns and Mentors who were unable to complete the Expectations Form on *September 24* (including those involved in distant internships) must meet (in person, virtually, or by phone) to complete the Form by the submission deadline on *September 28*).
3. **Orient their Interns** to their organizations and provide opportunities for internal/external networking.
4. **Meet with their Intern at least once a week** (virtually or in person) to discuss the progress, answer questions, offer feedback, and *reflect* about broader professional principles and topics.
5. **Touch base with their Intern in between weekly meetings.** (*Note:* If Mentors will be inaccessible for a week or more, they should provide their Interns with back-up mentorship.)
6. **Complete:**
 - Two course-related interviews (that Interns will conduct with their Mentors).
 - A Mid-term Reflection on Expectations about how Mentors and Interns are meeting each other’s expectations. (*Note:* Interns and Mentors complete and submit this Reflection separately **no later than F/October 26**.)
 - A semester-end Mentor-Intern conversation (*Note:* Interns and Mentors must complete this conversation by the final day of internships – **no later than F/December 7**.)
 - A Field Experience Program Exit Survey (**no later than F/December 7**)

Additional Questions? Please email: internships@gse.harvard.edu.