



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

The Field Experience Program (FEP) offers Harvard students, who are going to complete confirmed and mentored internships, the opportunity to enroll in a course ([S-997: Field Experience: Reflective Inquiry into Professional Practice](#)) designed to support Interns' development of the critical habits of mind and skills necessary for their immediate and on-going professional growth.

FEP Mentors' on-site work with Interns complements the reflective learning Interns experience in S-997. As a result, in addition to modelling "good" practices and supervising the "what" and "how" of their Interns' work, FEP Mentors also help Interns learn *from* and *about* their work. During weekly conversations, Mentors and Interns co-investigate the "why" (of the "what" and "how" of a profession, organization, and its work) and join Interns in reflecting about how they can apply what they are learning to continue to hone their practice and professional 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/January 28*.**

*(Note: To enroll in S-997, Interns must confirm their internships by F/January 29.)*

**2. Attend a Mentor-Intern Expectations meeting – locally or virtually.**

• **Local Mentors/Interns: M/February 8 – 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 the support the Mentors will provide Interns. **Note: Mentors who cannot attend an Expectations meeting (or in the case meetings are cancelled because of snow) – should meet (in person) with their Interns to complete the FEP Expectations Form no later than F/February 12** (the last day Interns can submit the Form).

• **Distant Mentors/Interns:**

- **Distant Interns** should attend the first 45-minutes of *one* of on-campus Expectations meetings (as outlined above).
- **Distant Mentors** should attend a Webinar (link TBA) – on *T/February 9 – Noon-1:00pm EST* – to discuss expectations, possibilities, and potential challenges of distant internships.
- **Distant Mentors and Interns then meet** (virtually or by phone) no later than *F/February 12* to complete the FEP Expectations Form so that Distant Interns can submit their Expectations Forms no later than *Sun/February 14*.

**3. Orient their Interns** to their organizations and provide internal/external networking opportunities.

**Meet with their Interns at least once a week** (virtually or in person) to discuss progress, answer questions, offer feedback, and reflect about the broader professional topics, described above. Also, Mentors and Interns **touch base in between weekly meetings**. If Mentors know they will be inaccessible for a week or more, they should **provide Interns with back-up mentorship**.

**4. Complete the following.**

- Two course-related interviews (that their Interns will conduct with them).
- A Mid-term Reflection (*no later than F/March 25*).
- A semester-end Mentor-Intern conversation (*no later than F/April 22 ~ the last possible day for internships to end*).
- An FEP Exit Survey (*no later than F/April 29*).