

S-997 Field Experience Guidelines for Faculty

Overview

Faculty advisors are responsible for signing off on and awarding credit for advisee internships through S-997.

Students may enroll to earn 2 or 4 credits via the S-997 Field Experience through the following pathway options:

- Four credits, for a total of about 140 hours of site work.
- Two credits, for at least 70 hours of site work.

The work of the internship should be completed in a minimum of 7 weeks or a maximum of 14 weeks. Scheduling is worked out with the site supervisor. Hours may be flexible over the semester but must include a weekly schedule.

Students may enroll in a maximum of 4 credits of S-997 or S-999 (Independent Study) per semester and a maximum of 8 credits total from these courses towards the master's degree. Students may pursue an internship at the same organization for two semesters. However, the scope and learning goals for each semester's work must be distinct.

Faculty Advisor Steps:

1. During the course selection period, the advisor discusses S-997 internship and learning goals with advisee.
2. After the student has enrolled in S-997 and completed the [learning contract](#), the student will send a copy of the learning contract to the faculty advisor, site supervisor, and a copy to the Career Services Office
 - Advisors are encouraged to check in with their advisees about the internship as part of regular advising conversations.
3. At the conclusion of the internship (either in the middle or at end of the semester), **the advisor will receive an assessment from the site supervisor and a reflection from the student.** The student may also opt to share additional materials with their advisor (e.g., research results, websites, other work products, etc.), though these are not required to be submitted. Based on this documentation, the **advisor submits a grade of SAT or NCR.** A grade of SAT means the student fulfilled their agreed upon time commitment to the site and completed the expected work related to the learning goals. (A grade of NCR would be for reserved for the limited cases in which a student did not meet these minimal requirements. This situation is rare.)

Role of Career Services

The Office of Career Services manages all logistics and technical support related to the student experience of S-997.

- The CSO helps students find internship sites through the Applied Learning Expo, Hub postings, the Harvard Student Employment Office, etc.
- The CSO manages the contact information for the site and keeps a copy of the learning contract sent by the student.
- Within three weeks of the add/drop date, students are notified to schedule a mid-point check-in with a CSO staff member to make sure the internship has been meeting the needs of both parties.
- The CSO manages and troubleshoots any issues related to professionalism or interpersonal conflicts at the site.
- In addition, the CSO manages an online learning community for all students enrolled in S-997, sharing relevant articles and resources and making space for peer and staff support.

For questions about the S-997 process, please contact [Beryl Berridge](#), Career Services Coordinator, or [Mary Kiesling](#), Associate Director for Master's Studies.