



**The Field Experience Program: The Mentor's Role
Spring, 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 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/January 2*.

(Note: To enroll in S-997, Interns must confirm their internships by F/February 3.)

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

• **Local Mentors/Interns: *M/February 6* – 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/February 10* (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/February 6* (as outlined above).
- **Distant Mentors and Interns should meet** (virtually or by phone) by *F/February 10* to complete the FEP Expectations Form (due on *F/February 10*).

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/March 24*).
- A semester-end Mentor-Intern conversation (*no later than F/April 21~ the last day for internships to end*).
- An FEP Exit Survey (*no later than F/May 5*).