



TIPS for DISTANCE INTERNSHIPS

*Non-Local Employers
AY2020*

Many talented HGSE students work with non-local organizations—across a distance. Interns are current HGSE students who strive to apply cutting-edge research and their classroom experiences to meaningful, real-life projects and many are interested in the opportunity to learn from and contribute to organizations across the globe—via Skype, phone and email.

Marketing Your Internship Opportunity

- You can post and manage your own internship posting(s) online by visiting **Hub**, our online career management system (<https://communities.gse.harvard.edu/hgsehub/>).
 - Don't have an account yet? Register here:
<https://communities.gse.harvard.edu/hgsehub/s/register-employer>.
- You may also peruse student resumes on Hub (Community → Members → filter by *Employers*: fields → select profile → review (resumes, if uploaded, will show in the right-hand side of student profile).
- Visit CSO's employer [website](http://recruit.gse.harvard.edu) (recruit.gse.harvard.edu) for more information on hiring interns and structuring opportunities.

Please note: HGSE does not match organizations with specific students for internships; however, we do publicize internships and support students through the process of finding and securing an internship.

Timing

- Be sure to check your country's guidelines for legal lengths of internships.
- Post opportunities on **Hub** during our **High Visibility Periods (HVPs) for highest visibility!** HVP postings are circulated widely.
 - Post between July 1 and August 25 for **Fall/year-long** opportunities.
 - Post between November 1 and January 25 for **Spring** opportunities.
- Please notify students of hiring decisions as early as possible—and by early Sept (fall) and early Feb (spring).
- Internships average 8-10 hours/week, 10-11-week experience (for a total of ~80-88 hours).
- Internships run roughly the weeks of September 9th – December 2nd (fall) / January 28 – April 20th (spring)
- Mentors and Interns negotiate their weekly schedules.
- Distant internships can be for a single semester or for the entire academic year.

Compensation

- Payment is based on regulations of the organization and host country of the mentor—as well as resources of the organization. Please note: As a condition of their visas, non-US students cannot be paid for off-campus internships.
- Although compensation is *not* required, it can make an internship more attractive to prospective interns.
- Compensation can vary (e.g., hourly rate, stipend, or work-study).
- Some employers are eligible to compensate students through funding from the Federal Work-Study Program (FWSP). *To be eligible for FWSP, employers must be U.S. based* and meet the basic FWSP requirements. (Please visit <http://www.seo.harvard.edu> for more information on FWSP eligibility.)

Ideas for Structuring Your Distant Internship Opportunity

- If non-US, check if host country has internship regulations, and be sure to follow those guidelines.
- Review the [US Federal Internship Guidelines](#).
- Hire a pair or small group of HGSE students. This has been especially successful for distant internships.
- Focus your internship project(s) and make sure goals are manageable given the timeframe and hours students have to work with you (approx. 8-10 hours/week for 10-11 weeks).
- Leverage technology throughout the internship. Past mentors and students have found using Skype, Google

- Docs and Dropbox helpful—as well as having frequent email and phone communication with each other.
- Plan on having at least one in-person meeting and/or visit to your organization, *if possible*.

Recommendations for Participating Employers

- Conduct at least 1 phone/Skype conversation weekly (45-60 mins) with the intern to discuss progress and answer questions. (Of course, informal communication is more than welcome between weekly check-ins!)
- Assign a colleague as a back-up Mentor, in case the primary Mentor is unreachable for a week or more.
- Participate in a virtual *Expectations* setting meeting with your intern. See tips at recruit.gse.harvard.edu.
- Orient the intern to your profession and organization and support the intern's internal/external networking.
- Complete a mid-semester review of your and the intern's progress in meeting original expectations, goals, and timelines (and attend a virtual meeting with them to discuss, if desired).

Distant Internship Project Examples

Students come to HGSE with a wide range of skills, work experiences, and interests. Therefore, we encourage organizations to offer them experience with new and unique projects. It is important to keep in mind that, while our students can—and do—make significant contributions wherever they intern, they are first and most importantly *students* who want to hone their skills under expert direction.

Successful projects are focused with clearly defined end-goals (like writing a grant or proposal, giving a presentation, evaluating a project, publishing the work, etc.) as this allows interns to learn how their contributions relate to the larger organization.

Some broad project areas that have been of interest in the past to our International Education Policy group (the primary participants in DIP) include those which enhance competency skills for future careers in the following:

- **Research/Evaluation**
 - Developing case studies or research reports
 - Producing desktop research papers
- **Curriculum Development**
 - Developing teaching support document(s)
 - Creating teaching guides or classroom materials
- **Project Management/Facilitation**
 - Coordinating communications, facilitating meetings, managing project timelines, evaluating projects
 - Producing marketing materials and other development-related deliverables
- **Social Entrepreneurship**
 - Participating in discrete projects within a start-up organization

As a host internship, you will want to be sure to **write a description within the legal framework of your countries' guidelines for internships**. Interns often represent an affordable labor force for companies and provide students with a learning environment and ability to transition into the labor market. **Please ensure that your internship description includes both value to the organization and the student's learning.**

A Sampling of Previous Distant Employer Organizations

CARE	Lift up Africa	Teach for All, Inc.
EDC	Ministry of Education, Jamaica	Teachers without Borders
FEPADÉ	Room to Read	Via Education
UNESCO	Save the Children	UNICEF

Additional Questions?

Please contact the CSO rep that best fits your organization's sector or visit <http://recruit.gse.harvard.edu>:

- Nonprofit and Government sectors, contact Rachel Gakenheimer, rachel.gakenheimer@gse.harvard.edu
- Consulting, Media & Technology, Higher Education, and Entrepreneurial & Start-up sectors, contact Debra Hotch, debra_hotch@gse.harvard.edu
- PreK-12 sector, contact Mary Frazier-Davis at mary_frazier_davis@gse.harvard.edu