



THE DISTANT INTERNSHIP PROGRAM (DIP)

*Non-Local Employers
Spring 2018*

The **Distant Internship Program (DIP)** connects talented HGSE students, enrolled in **S-997: Field Experience – Reflective Inquiry into Professional Practice**, 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. Under the direction of an organizational mentor, interns have the opportunity to learn from and contribute to organizations across the globe—via Skype, phone and email.

Please note: The Distant Internship Program was developed through a close partnership with Professor Fernando Reimers, Director of the International Education Policy (IEP) Program. S-997 is open to all students at HGSE. Please visit our website to learn about the different academic program areas: <http://www.gse.harvard.edu/academics/masters/>

Marketing Your Internship Opportunity

- You can post and manage your own internship posting(s) online by visiting HIREd, our online career management system (<https://gse-harvard-csm.symplcity.com/employers>). To post your opportunity, you will need to register for an account online the first time you visit. Please be sure to select “Internship (at non-local organization)” when submitting your post. Once you have done so, students will review postings and apply / reach out to you however you indicate in HIREd.
- You may also peruse our **Internship Resume Book**, which will be available between December 16th and February 9th. (A link to this resource will be sent out to all who have posted an internship on HIREd.)
- 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; however, we do publicize internships and support students through the process of securing an internship.

Timing

- Be sure to check your country’s guidelines for legal lengths of internships.
- Post internships **between November 1- December 15** for best visibility (*postings are welcome on an ongoing basis*).
- Employers *must notify students of hiring decisions* by **Thurs., January 25th** for students to get credit through the DIP program.
- The internship is an 8-10 hours/week, 10-11-week experience (for a total of ~80-88 hours).
- Internships run the weeks of **January 29th through the week of April 16th** (*Mentors and Interns negotiate their weekly schedules*).
- DIPs can be for one 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.
- According to US regulations, students can be paid *and* receive course credit for the same internship.
- Although compensation is *not* required, it can make an internship more attractive to prospective interns.
- Compensation can vary (e.g., hourly or in the form of a stipend).
- 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

- Check if host country has regulations that guide internships, 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 at all possible*.

Requirements for Participating Employers

Mentors are required to:

- 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. (Details to be provided.)
- Explicitly define expectations, goals, and timelines at the start of the semester.
- Orient the intern to their profession and organization and support the intern’s internal/external networking opportunities.
- Complete a mid-semester review of their and their interns’ progress in meeting original expectations, goals, and timelines (and attend a virtual meeting with the intern and intern’s Teaching Fellow, if necessary).
- Submit an online, final evaluation of the experience at the conclusion of the semester.

DIP 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 DIP Employer Organizations

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