RECRUITING HGSE INTERNS

Spring 2019

Thank you for your interest in hiring HGSE Interns! We greatly appreciate your interest and commitment to mentoring our students and giving them an opportunity to make an impact at your organization. While HGSE does not match organizations with specific students, we do publicize internships and consult with employers about how best to recruit HGSE student interns.

Marketing Your Internship Opportunity

- Post and manage your own internship posting(s) on Hub, our online career management system, at https://communities.gse.harvard.edu/hgsehub/.
  - Don’t have an account yet? Register for one here: https://communities.gse.harvard.edu/hgsehub/s/register-employer

Deadlines and Dates

- Post Spring opportunities on Hub between November 1 and January 25 for highest visibility. Opportunities posted during this time will be circulated widely to the student population.
- 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 (recruit.gse.harvard.edu) for more information on hiring interns and structuring opportunities.

Tips for semester-long internships (as required for S-997; recommended for others):

- 10-11 weeks long – beginning the week January 28 and ending mid-April, and
- 8-10 hours/week. Specific schedules will be negotiated between mentors and interns.

Compensation

- Compensation for internships is not required; however, employers who pay interns typically are more successful in recruiting HGSE students.
- Compensation varies widely and can be hourly or in the form of a stipend
  - ($13.50-18.50/hour is the Federal Work-Study Program wage—which we recommend following as the minimum range. When able, employers often offer in the $20-$30/hour range).
- If eligible, employers can pay their interns through funding from the Federal Work-Study Program (FWSP). To be eligible for FWSP, employers must be based in the U.S. and meet the requirements for FWSP employers. For more information on FWSP, please visit: http://www.seo.harvard.edu
- **Please note:** HGSE students can get paid for their internship AND receive course credit simultaneously.

Internship-based Courses

HGSE offers three very popular internship-based courses. Each is a 4-credit, semester-long course.

- **S-997: Field Experience – Reflective Inquiry Into Professional Practice** is the largest of the three courses and is open to all HGSE students. Please find Mentor Role requirements at our Employer Internship Information Center (recruit.gse.harvard.edu).
- **A-998: Higher Education Internship Seminar** is open to students enrolled in HGSE’s Higher Education Program (for more information, please contact Abbie Bloom at abbie_bloom@gse.harvard.edu)
- **T-598: Field Experience in Electronic Technology and Education** is open to students enrolled in the Technology, Innovation and Education (TIE) Program. (for more information, please contact Rilda Kissel at rilda_kissel@gse.harvard.edu)

These courses provide structure and support for both the interns and the mentors with whom they work. All three emphasize the critical role that mentorship plays in students’ learning and the importance of ongoing communication between interns and mentors.

Students are not required to do internships. Some pursue internships independently as a way to gain professional-development and practice-based experience while at HGSE. If you or your organization would prefer your intern(s) to enroll in one of the internship-based courses, please indicate your preference in your internship posting description on HIRED.

Additional Questions? Please contact Rachel Gakenheimer, Manager of Applied Learning, at 617.384.8244 or rachel_gakenheimer@gse.harvard.edu or visit http://recruit.gse.harvard.edu.