The Field Experience Program: The Mentor’s Role
Spring, 2018

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 the 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 learn and 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 that your work with your Intern is meaningful to both of you, we ask that you:

1. **Notify your Intern about your hiring decision no later than Th/January 25.**
   (Note: To enroll in S-997, Interns must register and confirm their internships by F/January 26.)

2. **Attend the Mentor-Intern Expectations meeting and complete the FEP Expectations Form.**
   - **Attend the Mentor-Intern Expectations meeting:** On M/February 5 – 4:30-6:00 pm.
     - During this session, all Interns and local Mentors meet in HGSE’s Gutman Conference Center to review the potential and possibilities of the Mentor-Intern relationship.
     - Then local Interns and Mentors continue to meet to complete the FEP Expectations Form – by discussing their strengths, expectations for working together, and possible challenges – and by establishing goals and outcomes, norms for communication, the substance of the Interns’ role and responsibilities, timelines and logistics, and how Mentors will support their Interns.
   - **Complete the FEP Expectations Form: No later than F/February 9 – the deadline for Interns to submit the Form.**
     - All Interns and Mentors who were unable to complete the Expectations Form on February 5 must meet (in person, virtually, or by phone) to complete the Form by the submission deadline (February 9).

3. **Orient your Intern** to your organization and provide internal/external networking opportunities.

4. **Meet with your Intern 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 your Intern in between weekly meetings.** (If you know you will be inaccessible for a week or more, you should provide your Intern with back-up mentorship.)

6. **Complete the following.**
   - Two course-related interviews (that your Intern will conduct with you)
   - A Mid-term Reflection about how you and your Intern are meeting each other’s expectations (which Interns must complete with you and submit no later than F/March 23)
   - A semester-end Mentor-Intern conversation (which Interns must complete by the last day of their internship – no later than F/April 20)
   - A Field Experience Program Exit Survey (due no later than F/May 4).

Additional Questions? Please email: internships@gse.harvard.edu.