



**S997: FIELD EXPERIENCE LEARNING CONTRACT AND POLICIES**

S997 is an internship which can be taken for 4 credits over the course of the semester OR 2 credits during Fall 1 or Fall 2. The course is taken SAT/No Credit. The course does not offer a letter grade.

**For students enrolled in the Online Education Leadership Program (OEL), please note that your field experience cannot be at the same place you are currently working.**

The field requirements of both options are summarized here:

<p><b>FALL 1 [Sept 5 – Oct 17]</b> 2 credits Minimum of 70 hours total in field with organization. [approx.] 10hrs./week for 7 weeks <b>Completed/signed contract due Sept. 12</b></p>	<p><b>FALL 2 [Oct 18 - Dec.5]</b> 2 credits Minimum of 70 hours total in field with organization. [approx.] 10hrs./week for 7 weeks <b>Completed/signed contract due Oct.20</b></p>
<p><b>FALL SEMESTER (Sept 5 – Dec. 5)</b> 4 credits. A minimum of 140 hours total in field experience. Estimate at least 10 hours/week. <b>Completed/signed contract due: Sept. 12</b></p>	
<p>If you are a student on visa, you must first complete Curricular Practical Training (CPT) Authorization.  Authorization includes signed documents that are completed and on file <b>before</b> you begin your fieldwork each semester. CPT Authorization takes 5-7 business days to process, so advance planning is important. Contact <a href="mailto:andrea_le@gse.harvard.edu">andrea_le@gse.harvard.edu</a> for forms and to ask questions.</p>	

It is important to set clear learning goals and expectations for the scope of work and time commitment.

Your fieldwork experiences will be enhanced by the support of a teaching fellow (TF). The TF will meet with you during pre-scheduled times, monitor your progress at the fieldwork site, check in with the site supervisor to ensure that the expectations for meeting deadlines is clear, the time commitment is appropriate, and address any unforeseen issues.

You are required to submit logs and reflections/insights every 2 weeks. These will be posted to the course canvas site for review. You will track your hours and provide a brief response to the following questions for your reflection.

- What did you learn and why does it matter?

The TF will review logs and reflections.

At the end of the commitment, the site supervisor will assess whether you have fulfilled the stated hours and agreed upon work, and you will write a final learning reflection paper about the experience. The faculty advisor who signs the Learning Contract will determine your final grade by 1] reviewing your final written reflection and 2] reviewing the assessment from your site supervisor.

<b>NAME OF STUDENT:</b>	<b>ORGANIZATION NAME:</b>
<b>HARVARD ID #:</b>	<b>SITE/LOCATION:</b>
<b>HGSE PROGRAM NAME:</b>	<b>SITE SUPERVISOR NAME:</b>
<b>HGSE FACULTY ADVISOR:</b>	<b>SITE SUPERVISOR EMAIL:</b>
<b>CREDIT OPTION:</b> Fall 1: 2 credits [70 hrs.] Fall 2: 2 credits [70 hrs.] Fall Semester: 4 credits [140 hours]	<b>SITE SUPERVISOR PHONE:</b>
<b>START &amp; END DATE:</b>	<b>NUMBER OF HOURS PER WEEK:</b>

Description of Organization/ Website:

Description of Work:

Learning Goals:

**SITE SUPERVISOR:**

By signing below, the site supervisor affirms the following:

- Our organization will offer opportunities for the student to learn from the day-to-day work of our organization.
- The site represents that it has all required insurance and licensing to allow for the student’s participation in the program. The site acknowledges that it is responsible for complying with all applicable federal, state and local laws and regulations, including but not limited to any insurance, licensing, and employment laws or regulations such as, for example, background checks and understands that HGSE has not performed any such checks.
- Before the internship begins, I will inform the student of all applicable guidelines, policies, and protocols related to COVID-19 and ensure that the student is fully aware of all requirements.
- I will meet with the student no later than 5 business days prior to their start date to finalize their project topic and scope.
- I will meet with the student at the halfway point of their time at our organization. During this meeting I will give them feedback on their performance, including what they are doing well and what could be improved in the second half of the field experience.
- I will complete a closing performance and evaluation meeting with the student by the end date of internship.
- I agree to complete an online assessment of the student internship in a form provided by HGSE during the final weeks of the academic term for review by the HGSE faculty advisor.

**HARVARD GRADUATE SCHOOL OF EDUCATION (HGSE) STUDENT**

By signing below, the HGSE student affirms the following:

I will complete \_\_\_\_\_ weeks of work at the organization site described above.

- o My start date at my organization site is: \_\_\_\_\_.
- o My end date at my organization site is: \_\_\_\_\_.
- I will complete an initial, mid, and closing meeting with my site supervisor. I will proactively work with my site supervisor to schedule these meetings and be an active participant in the meetings.
- I will complete and submit a learning reflection paper **by the end of the last day of class** so that the faculty advisor can review it as part of my final course grade.
- I understand the Harvard Graduate School of Education student handbook and all Harvard policies continue to govern my activities during my internship.
- I have conducted my own research and discussed my plans with appropriate personnel at HGSE, have discussed this with my site supervisor, and my placement has confirmed with me that it will operate in compliance with local, state and federal governmental authority mandates.
- If my internship involves any in-person work, I understand that neither Harvard University nor HGSE is responsible for the conditions and practices at the internship site, and I have decided of my own volition to conduct in-person work at that site.
- Before the internship begins, I will fully understand all applicable guidelines, policies, and protocols related to COVID-19 and it will be my responsibility to follow them throughout my internship.
- I understand that during my internship, I will be expected to comply with applicable University, federal, state and local protocols, including but not limited to testing protocols and taking appropriate action if I develop symptoms of the Coronavirus (COVID-19), contract the virus, or am in contact with someone who contracts the virus.

**HARVARD GRADUATE SCHOOL OF EDUCATION (HGSE) STUDENT ADVISOR**

By signing below, the HGSE student advisor affirms the following:

- I agree to meet with the student assigned to me:
  - At the start of S997 to guide and support the student’s readiness for their field-based learning experience.
  - At the end of S997 to guide and support meaningful reflection on their S997 learning experience.
  
- I agree to read and review the student’s Final Learning Reflection. I will consider this written assignment when determining the student’s final grade [SAT/UNSAT] for the course.
- I agree to review the feedback from the student’s Site Supervisor that summarizes the student’s learning and performance in the field. I will consider this information when determining the student’s final grade [SAT/UNSAT] for the course.
- I will submit a final grade for the course by the necessary date required by the HGSE Registrar’s Office.

**S997: FIELD EXPERIENCE LEARNING CONTRACT AND POLICIES**

LEARNING CONTRACT AND POLICIES

SIGNATURE OF SITE SUPERVISOR \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF STUDENT \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF FACULTY ADVISOR \_\_\_\_\_ DATE \_\_\_\_\_