



**HARVARD**  
**GRADUATE SCHOOL OF EDUCATION**

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

S997 is an internship which can be taken for 2 credits during Spring 1 or 2 or for 4 credits over the course of the semester. The field requirements of both options are summarized here:

<p><b>SPRING 1 [January 23-March 10]</b> 2 credits 70 hours total in field with organization [approx.] 10hrs./wk for 7 weeks</p>	<p><b>SPRING 2 [March 20-April 28]</b> 2 credits 70 hours total in field with organization [approx.] 10hrs./wk for 7 weeks</p>
<p><b>SPRING SEMESTER [January 23-April 28]</b> 4 credits 140 hours total in field with organization [approx.] 10hrs./wk for 14 weeks</p>	

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

At the end of the commitment, the site supervisor will assess whether the student has fulfilled the stated hours and agreed upon work and the student will write a final learning reflection paper about the experience. The HGSE faculty member who signs the Learning Contract will determine the student’s final grade by 1] reviewing their final written reflection and 2] reviewing the assessment from the student’s site supervisor. S997 can only be taken for a grade of Satisfactory or No Credit.

<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 MEMBER:</b>	<b>SITE SUPERVISOR EMAIL:</b>
<b>CREDIT OPTION:</b> Spring 1: 2 credits [70 hrs.]	<b>SITE SUPERVISOR PHONE:</b>
<b>START &amp; END DATE:</b> SPRING 1: January 23-March 10	<b>NUMBER OF HOURS PER WEEK:</b>

**ORGANIZATION DESCRIPTION:**

**DESCRIPTION OF WORK:**

**LEARNING GOALS:**

### **SITE SUPERVISOR**

By signing below, the site supervisor affirms the following:

- Our organization (service site) 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 at the end of their first week in the program to finalize their project topic and scope.
- I will meet with the student at the halfway point in their time at the service site. In this meeting I will give them feedback on their performance so far, including what they are doing well and what could be improved in the second half of the program.
- I will complete a closing performance and evaluation meeting with the student by the end date of their time in the program (below).
- 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 member.

### **HARVARD GRADUATE SCHOOL OF EDUCATION (HGSE) FACULTY ADVISOR**

By signing below, the HGSE faculty 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 understand that this data will be provided to me by a member of the Career Services Office. 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.

### **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. Please note how many weeks you have agreed to work at your organization site here:
  - I will work at my organization site for \_\_\_\_\_ weeks.
  - My start date at my organization site is: \_\_\_\_\_.
  - My end date at my organization site is: \_\_\_\_\_.
- I will complete an initial, mid, and closing meeting with my supervisor.
- 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 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, based on my personal circumstances and my own understanding and sense of the risk that I may contract the Coronavirus (COVID-19).
- 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 due to the fluidity of the public health crisis, there is no assurance that any in-person internship work will be possible for the entire semester.
- 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.

<b>SIGNATURE OF STUDENT:</b>	<b>DATE:</b>
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<b>SIGNATURE OF SITE SUPERVISOR:</b>	<b>DATE:</b>
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<b>SIGNATURE OF HGSE FACULTY ADVISOR:</b>	<b>DATE:</b>
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*For Students Enrolled in ELOE, EPA, HDE, and LDIT: The Faculty signature should be from one of your Core Program Faculty advisors. Please see the Canvas site for S-997 for additional detail.*