



**Thank you for your interest in FEP.** The FEP internship is a custom-designed course for *academic credit* that requires students be involved in graduate-level professional work. Typically, students enroll in this course to develop new knowledge and skills, and put theories into practice.

The on-site supervision provided by the Field Supervisor is perhaps the most critical and valued feature of the FEP. Each Field Supervisor is expected to establish a good working relationship with the intern and to take an active role in the intern's professional development and learning. The Field Supervisor's expertise, guidance and support facilitate the student's learning and enable the student to achieve the goals and objectives of the internship.

We are pleased to welcome you to the program. Please feel free to contact us with any questions at 617.495.3427 or [fep@gse.harvard.edu](mailto:fep@gse.harvard.edu).

Eileen McGowan, Ed.D.  
Program Director

Sarah Deighton, Ed.M.  
Program Specialist

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**The Field Supervisor is expected to:**

- **Orient the intern** as a working professional to the organization and pertinent staff.
  - **Set clear performance expectations** for the intern.
  - **Participate in a mentoring seminar at HGSE** that orients both supervisors and interns to the program, facilitates the development of coordinated expectations, and introduces the FEP team. There will be two Mentor Seminars offered. The student is required to coordinate with supervisor and identify which seminar date will work for both parties. If the field supervisor cannot attend the workshop, a representative from the employer organization may be substituted.
  - **Provide ongoing supervision, access and support through** biweekly meetings for at least one hour.
  - **Allow intern the opportunity to observe and participate in meetings** that are relevant to the intern's understanding of policy or planning; and, if appropriate, to observe activities of other departments so that the internship can be seen in the larger context of the entire institution.
  - **Complete brief online mid-term progress report and participate in a 3-way site visit** that is facilitated by the intern's Teaching Fellow at approximately the mid-point of the internship.
  - **Submit online final semester evaluation at the conclusion of the experience.** (If an intern continues the placement for a second semester, a written evaluation is required at the end of *each* semester.)
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**Planning the internship;**

For a successful experience, the FEP expects all Field Supervisors to meet with interns and:

- **Define** specific graduate-level internship responsibilities to meet student's learning goals.
- **Develop** a schedule with the intern (be realistic about what can be accomplished in 110 hours or 14 days).
- **Review** FEP Internship Contract outlining responsibilities and arrangements.
- **Collaborate** with student regarding possible final projects to meet course requirements and review Learning Agreement completed by the student during the early part of the semester.

**Compensation**

While compensation is not a requirement, approximately one-third of internships are paid positions. The question of compensation should be discussed during the negotiations about the intern placement. Some students are eligible to be paid through Federal Work Study funding. Call 617.495.2587 for work-study details.

**Supervision vouchers**

Organizations that sponsor *two* one-semester internships in the course of an academic year are entitled to a course voucher from the Graduate School of Education. The vouchers are sent by the Registrar to the organization with a request that the person doing the supervision have first option to use the voucher. If two different supervisors have been involved, they may decide between them who will use it.