

S-997
LEARNING CONTRACT AND POLICIES

S997 is an internship which can be taken for 2 credits (70 hours, approximately 10 hours per week over 7 weeks) or 4 credits (140 hours, approximately 10 hours per week over 14 weeks). 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 reflection on the experience. The faculty advisor will review the site supervisor assessment and the student reflection and submit a grade of Satisfactory or No Credit. *Please submit this form to Mary Kiesling, Associate Director for Master's Studies in Longfellow G042, mary_kiesling@gse.harvard.edu.*

Name of Student: _____ Harvard ID #: _____ Program Name: _____ Faculty Advisor Name: _____ <input type="checkbox"/> Please check if this is not your assigned faculty advisor Credits: <input type="checkbox"/> 2 credits (70 hours) <input type="checkbox"/> 4 credits (140 hours)	Organization: _____ Site Supervisor Name: _____ Site Supervisor Email: _____ Site Supervisor Phone: _____ Number of Hours per Week: _____ Start Date: _____ End Date: _____
---	---

Learning Goals:

Description of Work:

 Signature of Student

 Date

 Signature of Site Supervisor

 Date

 Signature of Faculty Advisor

 Date

 Signature of Assoc. Dir. for Master's Studies

 Date