

2017 CPIC Summer Fellowships: Student and Organization Expectations

Pre-Program Requirements:

- Students will attend CPIC's summer pre-departure orientation session on April 28, 2017 from 1pm to 2pm in the Phillips Brooks House Parlor Room
- Students will complete a pre-program survey prior to June 1, 2017
- Students will be encouraged to register to be matched with mentors from Harvard's alumni/ae network who are living in the summer host city

Program Requirements:

- Students must commit to working 10 weeks at least 35 hours per week (unless an alternate agreement is in place with CPIC)
- Students must adhere to their host organization's professional expectations; if there are questions or concerns from either party, please notify CPIC staff immediately
- Students who will be working in Boston, Chicago, Los Angeles, New Orleans, New York, San Francisco, Seattle, and Washington, DC will be encouraged to attend the following sessions:

Date	Session
June 6, 2017 (evening)	Kickoff mentor-mentee session: goal setting and building relationships (mentors will be invited to this session)
June 9, 2017 (morning)	Student cohort meeting #1 with CPIC community partner
June 23, 2017 (morning)	Student cohort meeting #2 with CPIC community partner
July 7, 2017 (morning)	Student cohort meeting #3 with CPIC community partner
July 21, 2017 (morning)	Student cohort meeting #4 with CPIC community partner
August 4, 2017 (morning)	Student cohort meeting #5 with CPIC community partner
August 7, 2017 (evening)	Closing mentor-mentee session: discussion of future academic and professional goals (mentors will be invited to this session)

- Students are expected to participate in weekly online discussions, facilitated by CPIC staff – discussions will complement and supplement the cohort reflection sessions
- Organizations will arrange check-in meetings between supervisors and students at least once per week during the summer

Post-Program Requirements:

- Students will complete a post-program survey and submit a 250-500 word reflection paper about their summer experience by August 31, 2017
- Organizations will complete a student evaluation by August 31, 2017
- Students will attend a summer of service celebration on campus in early September 2017

If participating organizations or students have any questions or concerns, please contact Travis Lovett, CPIC Director, at lovett@fas.harvard.edu.