

2018 CPIC Summer Fellowship Program: Student and Organization Expectations

Pre-Program Requirements:

- Students will attend CPIC's summer pre-departure orientation session on May 4, 2018 from 1pm to 3pm (meeting location to be announced)
- Students will complete a pre-program survey prior to June 1, 2018
- Students will 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 work from June 4 to August 10, 2018 (unless otherwise specified)
- 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 will work 40 hours per week, Monday through Friday (unless otherwise specified)
- Students who will be working in Boston, Chicago, Los Angeles, New Orleans, New York, San Francisco, Seattle, and Washington, DC will be expected to attend a mentor/mentee kickoff dinner in June 2018 in addition to weekly programming (2 hour commitment per week)
- Students are expected to participate in a series of online discussions through Canvas, facilitated by CPIC staff
- 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, 2018
- Organizations will complete a student evaluation by August 31, 2018
- Students will be expected to share findings about their summer experiences during a campus symposium from 2pm to 5pm on August 31, 2018 (location to be announced)