

## **2019 CPIC Summer Fellowship Program: Student and Organization Expectations**

### **Pre-Program Requirements:**

- Students will attend CPIC's summer pre-departure orientation session on May 3, 2019 from 2pm to 4pm (meeting location to be announced)
- Students will complete a pre-program survey prior to June 1, 2019
- 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 3 to August 9, 2019 (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 2019 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, 2019
- Organizations will complete a student evaluation by August 31, 2019
- Students will be expected to share findings about their summer experiences during a campus symposium from 2pm to 4pm on September 6, 2019 (date may be subject to change)

By signing this agreement, I will abide by the expectations listed above and affirm my participation in this program. I also agree to disclose all sources of funding for my work and know that failure to adhere to these terms may result in the revocation of funds.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_