

## **2017 Mindich Service Fellows: 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 at the Student Organization Center at Hilles Library
- Students will complete a pre-program survey prior to June 1, 2017
- 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 5 to August 11, 2017 (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 will attend the following sessions:

<b>Date</b>	<b>Session</b>
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 meet with their mentors at least once off-line between June 6<sup>th</sup> and August 7<sup>th</sup>
- 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
- Organizations will allow students to attend cohort meetings twice a month on Friday mornings (CPIC will ask five organizations in each city to host a morning discussion with students)

### **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