



Mentor FAQ

The Semester in the City (SITC) Program contains a lot of different components, and it's hard to keep track of all their specific details. Below is a list of the most common questions we receive from Mentors. They are grouped by semester timeframe with a special section on Fellow support questions. Click on any of these links to jump to the specific question's answer.

Questions about the Start of Semester:

[What happens once I am matched with a Fellow?](#)

[Do I receive any training or additional information once I confirm my match?](#)

[Who do I contact if I have questions about the coming semester?](#)

[What does my SITC Advisor do?](#)

[Should I talk to my Fellow before the first day of their internship?](#)

[Does my Fellow have an orientation before the internship starts?](#)

[What is the SITC Program Schedule?](#)

[What should I do on my Fellow's first day?](#)

[What should I do during my Fellow's first week?](#)

Questions about What Happens During the Semester:

[What am I responsible for doing during the semester? Do I have any deliverables that I need to](#)

[be aware of?](#)

[What does the Special Project Proposal involve?](#)

[What is the Special Project Work Plan?](#)

[What is the Bi-Weekly Update and why am I required to submit it?](#)

[What happens during a Site Visit?](#)

[Why is there so much attention given to the hours my Fellow is serving at my organization?](#)

Questions about Supporting Your Fellow:

[What do I do if I'm having difficulties with my Fellow?](#)

[What if my Fellow is struggling with their mental health?](#)

[What support resources are available to Fellows?](#)

[Do you have any advice for giving productive feedback?](#)

[Is there a particularly stressful time during the semester?](#)

Questions about the End of Semester:

[What is this Ted Talk that I am hearing about?](#)

[What is Special Project Presentation Day?](#)

[How do I give feedback about my Fellow at the end of the Semester?](#)

[What is Showcase Week?](#)

What happens once I am matched with a Fellow?

Once CFSI has completed our internal matching process, we send out **match emails** to both Mentors and Fellows explaining why we think you are a good fit for each other.

Within that same email, Fellows are invited to a **Virtual Match Party**. CFSI hosts this event to get Fellows excited for the semester ahead. It's an opportunity for them to meet other members of their cohort and ask any questions they may have. Members of our Recruitment and Internships Teams also use this time to prepare the Fellows for their Virtual Match Meeting with

their Mentors. We encourage them to review their placements, research their host sites, and respond promptly to your request for a meeting. We recommend that they come to that meeting prepared to ask questions about their internship and to talk to you about their interest areas and semester goals.

After you receive your match email, **you are expected to reach out to your Fellow to schedule a Virtual Match Meeting**. You can ask your Fellow to provide you with a resume or a mini bio about themselves in advance of this meeting. Fellows are explicitly told not to reach out to their Mentors. If your Fellow does not respond to your meeting request, please email internships@collegeforsocialinnovation.org explaining the situation, and we will contact your Fellow to remind them to respond to your invitation.

During your Virtual Match Meeting, you and your Fellow begin the process of getting to know each other. Here are some things you might discuss:

- Overview of your organization and your role there
- Overview of the project your Fellow will be working on
- Day-to-day tasks they will perform
- Your Fellow's education and job experiences
- Their technology skills (Google Suite, Salesforce, Canva, social media, etc.)
- What they are most excited or nervous about
- Goals you both have for the semester
- General questions you have for each other

After your Virtual Match Meeting, both you and your Fellow fill out a [Match Confirmation Form](#) to officially confirm the placement.

In the event that you are not ready to confirm the match, **you can use the confirmation form to indicate that you have questions or concerns**, and a member of the Internships Team will reach out to discuss those concerns with you. If you decide to decline your match, we might not be able to re-match you with another Fellow that semester, but we can add your name to our waitlist in case another Fellow becomes available.

Do I receive any training or additional information once I confirm my match?

Yes! Every semester we offer a **Virtual Mentor Orientation** about two weeks before the start of internships. The orientation is divided into two parts. New mentors are required to attend the entire orientation, and returning mentors are required to attend the second portion. If you cannot attend, we can make the slides and a taped version of the sessions available to you.

Some topics that we cover during the orientation include:

- Overview of the SITC Program
- Key semester dates
- Your responsibilities during the semester (e.g. weekly 1:1's, deliverables, etc.)
- Overview and examples of special projects
- Internship hours requirements and a tutorial of America Learns (platform used for

timesheets)

- Information about the incoming cohort of students
- AmeriCorps policies and prohibited activities
- Overview of Launch Week (i.e. Fellows' orientation week)
- Descriptions of the two classes the Fellows are taking
- Available Mentor support and resources

You also have access to a number of resources geared specifically to Mentors. They are available on [this website](#).

Who do I contact if I have questions about the coming semester?

If you have any questions, please email internships@collegeforsocialinnovation.org. Members of the Internships Team monitor this inbox, and you will typically receive a response within 24 hours.

During the semester, you will be assigned an SITC Advisor who is dedicated to supporting both you and your Fellow. You will receive their contact information after the Mentor Orientation.

What does my SITC Advisor do?

Your SITC Advisor is available throughout the semester to offer you the support and resources you need to be a successful Mentor. The team's goal is to answer your email questions within a 24-hour period. They are also a resource for your Fellows - giving them the personal guidance and support to successfully navigate the semester. SITC Advisors can assist with facilitating conversations between Mentors and Fellows and often help Fellows develop and practice their Professional Skills. For more complex issues, our advisors enlist the help of our Student Support Team, whose members include licensed social workers.

Their responsibilities also include:

- Hosting the Virtual Mentor Orientation
- Attending all Launch Week Fellow orientation sessions
- Leading the "Rocking Your Internship" presentation during Launch Week
- Attending all Social Innovator's Toolbox (SITB) and Becoming a Problem Solver (BAPS) classes
- Leading 30-minute Advising Circle meetings with their advisees
- Answering all Mentor and Fellow questions for their assigned Host Sites
- Meeting 1:1 with Fellows to answer questions and offer support; elevating certain issues to the Student Support Team
- Reviewing Bi-Weekly updates submitted by Mentors and Fellows
- Reviewing Mid-Semester Evaluations
- Facilitating the 45-min Site Visit meeting between Fellows and Mentors
- Facilitating the Fellows' Special Project Presentation Day
- Coaching Fellows on their 3-minute Showcase Speeches
- Recording Final Semester Evaluations and Special Project Deliverable grades in Canvas
- Attending Program Graduation

Should I talk to my Fellow before the first day of their internship?

Yes, **we highly recommend that you reach out to your Fellow** at least once in the time between your Mentor Orientation and their first day with you. Here is some information to provide them with:

- Your full name, title, and phone number
- Where to report on the first day
- What time to arrive
- Any helpful MBTA information
- Appropriate dress code
- Any materials to review or HR paperwork to complete prior to their first day (e.g. COVID policies, employee handbook, etc.)
- What to do when they arrive (e.g. check in at the front desk, send you a text, etc.)
- If they are working virtually, how and what time to log in, Zoom or Google Meet invitations, how to access necessary technology, etc.
- Anything that they should bring with them (e.g. photo ID, HR paperwork, laptop, lunch, etc.)

Fellows have told us that having this information reduces a lot of anxiety about their first day.

Does my Fellow have an orientation before the internship starts?

Yes! The Fellows move into their apartments in Allston on a Monday, the week before their internships start. For the rest of that week, they attend a group of orientation sessions that we call **Launch Week**.

These orientation sessions are held in a large conference room at the Nonprofit Center located at 89 South Street in downtown Boston (about a 5-minute walk from South Station). This is also the location where the Fellows attend their classes on Wednesdays and Fridays during the semester.

Some topics that we cover during the orientation include:

- Icebreaker activities
- SITC Alumni Panel with Q&A
- Overview of the SITC Program and its emphasis on experiential learning
- Internship hours requirements and a tutorial of America Learns (platform used for timesheets)
- How to succeed at your internship
- Special Project expectations
- AmeriCorps policies and prohibited activities
- Budgeting and getting reimbursed for expenses
- Navigating a professional work environment
- Wellness and support resources
- Overview of Social Innovator's Toolbox (SITB) and Becoming a Problem Solver (BAPS) classes
- Canvas tutorial (platform used for class assignments and information)

What is the SITC Program Schedule?

Here is the overall Program Schedule. Please note that the Mentor Newsletter will contain reminders about what specific deliverables are due each week.

Program Schedule

Week Number	Description
Week 1	Launch Week Move-in Day Fellow Orientation
Week 2	First Day of Internships First Week of Classes
Week 3	Timesheet #1 Due (Mentors review)
Week 4	Bi-Weekly Update Due (Mentors submit Google Form) Special Project Proposal Due (requires Mentor review)
Week 5	Timesheet #2 Due Draft of Special Project Work Plan Due Site Visits Begin
Week 6	Bi-Weekly Update Due Special Project Work Plan Due (requires Mentor review)
Week 7	Timesheet #3 Due Mid-Term Assessment Meetings
Week 8	Bi-Weekly Update Due Mid-Term Assessment Meetings
Week 9	Timesheet #4 Due
Week 10	Bi-Weekly Update Due Site Visits End
Week 11	Timesheet #5 Due
Week 12	Bi-Weekly Update Due
Week 13	Timesheet #6 Due
Week 14	Final Assessment Meetings Fellows Submit Special Project Deliverables (Friday)

	Special Project Presentation Day (Friday)
Week 15	<p style="text-align: center;">Showcase Week</p> <p style="text-align: center;">Final Day of Internships (Tues) Mentors Submit Final Semester Evaluation (Wed) Mentors Submit their Special Project Grades (Wed) Fellows Present their Showcase Speeches (Thurs) Program Graduation & Move Out Day (Friday) Timesheet #7 and #8 Due (Monday after Graduation)</p>

Program Holidays:

Indigenous People’s Day, Thanksgiving (Wed to Fri), President’s Day, Patriot’s Day

What should I do on my Fellow’s first day?

Almost every Fellow has a lot of excitement and nervous energy around their first Internship day. This is why it is important to **send them an email beforehand** with the following information:

- Your full name, title, and phone number
- Where to report on the first day
- What time to arrive
- Any helpful MBTA information
- Appropriate dress code
- Any materials to review or HR paperwork to complete prior to their first day (e.g. COVID policies, employee handbook, etc.)
- What to do when they arrive (e.g. check in at the front desk, send you a text, etc.)
- If they are working virtually, how and what time to log in, Zoom or Google Meet invitations, how to access necessary technology, etc.
- Anything that they should bring with them (e.g. photo ID, HR paperwork, laptop, lunch, etc.)

You can also encourage them to text you if they make a mistake on the MBTA and are running late. Fellows really want to make good first impressions, but the T can be difficult to navigate initially.

Once your Fellow arrives, **greet them or have a virtual welcome meeting**.

If they are in-person, it’s a good time to give them a **tour of the space**. Show them to their desk or workspace and introduce them to their co-workers. Another helpful thing to show them is the location of the kitchen and bathrooms.

Once your Fellow is settled, you, a co-worker, or an IT person can **help them set up their computer environment** with network passwords, work email, access to Google Drive, etc. It is best to not assume that just because they are a young person that they will automatically be comfortable with the technology at your organization. Most Fellows need some time to learn new software packages such as Asana and Canva.

Other good first day activities include:

- Group lunch (Mentor & Fellow or with the entire team)
- Reviewing their work schedule for the first week
- Filling out HR paperwork
- Providing organizational handbooks, policy documents, mission statements or anything else you would like them to read
- Reviewing how to ask for sick and vacation time; going over COVID policies

It is a good idea to **touch base with your Fellow before they leave for the day** to see how they are feeling and if they have any questions before heading home.

For additional information, please reference:

[Start of Semester Mentor Resources](#)

[Sample onboarding schedule](#) (for in-person, hybrid, and remote work environments)

[Mentor Working Styles Worksheet](#)

What should I do during my Fellow's first week?

We recommend spending time the first week making sure your Fellow feels comfortable and confident in their new environment. It is a great opportunity to start building a positive working relationship with one another and the larger team. Some suggestions for building a positive professional relationship are:

- **Decide how often you will check in with each other.** Schedule your weekly 1:1 meeting. Also, for the first few weeks, consider beginning each day with a 15 min meeting and/or having a 30 minute check in at the end of the week. As you build trust and confidence in each other, you can reduce the number of check-ins.
- **Team building exercises.** Invite the Fellow to attend a few meetings with you so that they can get to know the other people at your site and observe how the team operates. Set up some 1:1s with other team members so that your Fellow can get to know their team. Encourage your Fellow to bring a small list of questions to these meetings.
- **Encourage curiosity and openness.** Talk about your preferred working style and communication methods and how they should ask you questions. Start check-in meetings with a "getting to know each other" question such as: What are you hoping to do or see while you are in Boston?

Other topics you can discuss during the first week are:

- Outline your plans, expectations, and goals for week 1
- Share information about you, your organization, and your team
- Provide information about the special project the Fellow will be working on
- Discuss work expectations (in-person, hybrid, or remote), available resources, and team norms
- Talk about daily work schedules and breaks
- Begin a smaller, starter project as a warm-up exercise
- Discuss longer term projects and goals

If you'd like additional information, see:

[Start of Semester Mentor Resources](#)

[Sample onboarding schedule](#) (for in-person, hybrid, and remote work environments)

[Mentor Working Styles Worksheet](#)

[Expectations for Working Remotely](#)

What am I responsible for doing during the semester? Do I have any deliverables that I need to be aware of?

A number of activities and deliverables are required from Mentors during the semester. The Mentor Newsletter highlights and links to the items that are due each week.

Pre-Semester Tasks

- **Pay the Host Organization Fee** (invoices are sent out by our Operations Team)
- **Create your America Learns account** (new Mentors only)
- **Sign your Memorandum of Understanding (MOU)** in America Learns
- **Upload your Certificate of Insurance (COI)** to America Learns
- **Attend the Virtual Mentor Orientation** (allow 1.5 hours for new Mentors or 45 min for returning Mentors)
- **Send your Fellow an email** with [information](#) they need for their first day
- Set up an **onboarding schedule** for your Fellow (see [this example](#))
- **Create calendar invitations** for onboarding activities (first 1-2 weeks)
 - Weekly 1:1s with you
 - Key meetings for them to join
 - Welcome lunches or celebrations
 - Trainings
 - Office-wide events
- *If needed:* **Schedule times with your IT and HR person** to set your Fellow up on their first few days

If you'd like more detailed information, see [Start of Semester Mentor Resources](#).

Semester Tasks

- **Meet with your Fellow** every week for at least 30 minutes
- Ensure that your Fellow has **at least 30 hours of work per week**
- Review the Fellow's **Special Project Proposal** and **Special Project Work Plan** and provide feedback
- Submit a **Bi-Weekly Update** (Google Form) every two weeks to let the Internship Team know how the internship is going and flag any issues that arise
- Use America Learns to **review and approve your Fellow's service (internship) hours** every two weeks
- Submit a **Mid-Semester Evaluation Form** and meet with your Fellow to discuss their job performance
- Attend a 45-minute **Site Visit Meeting** with your Fellow and SITC Advisor halfway through the semester. This meeting can be virtual or in-person.

End of Semester Tasks

- Submit a **Final Semester Evaluation Form**
- Submit a **Special Project Deliverable Grade**

See [How do I give feedback about my Fellow at the end of the Semester?](#) for more information.

What does the Special Project Proposal involve?

The Special Project Proposal is a one page document that outlines the Fellow's Special Project at a very high level. It is submitted to the BAPS class instructors during Week 4 of the program. It includes:

- Brief description (3 to 5 sentences) of the Special Project
- Short description of the organizational needs that the project fulfills
- List of project goals that are measurable and actionable
- List of deliverables that will be provided to the Host Organization and the BAPS class instructors at the end of the semester

For more information and an example, see this [Special Project Proposal Template](#). The second page of this template includes an example.

What is the Special Project Work Plan?

The Special Project Work Plan describes the steps the Fellow will take to complete their special project successfully and on time. It is essentially a roadmap of tasks the Fellow will follow for the rest of the semester to meet their goals and create their deliverables. **The work plan outlines what tasks need to be completed, by who, and by when.** These tasks can include:

- Planning
- Necessary project communications
- Stakeholder testing and incorporating feedback
- Implementation or launch of the project or event
- Management of people or tasks
- Evaluating the success of the project and what to do differently next time
- Documentation describing the project and making it replicable in the future

There are three format options for the work plan. Please modify the templates as necessary.

- Option 1 - Backward Planning Method ([template](#), use sheet 1). If you are new to work planning or struggle with spreadsheets, this is a good place to start.
- Option 2 - Gantt chart ([template](#), use sheet 2). If you have some experience with work planning, have a complex project, or just love details, this is likely a better format for you.
- Option 3 - Use a template provided by your organization. Make sure the document can be uploaded to Canvas for grading at the end of the semester.

PRO TIP - Consider building in concrete deliverables throughout the process rather than grouping them all at the end of the semester.

What is the Bi-Weekly Update and why am I required to submit it?

Mentors are required to submit a Bi-Weekly Update every two weeks. This process involves Mentors filling out a Google Form. The purpose of this update is to let your SITC Advisor and the Internships Team know how the internship is going.

The Bi-Weekly Update enables you to highlight your Fellow's strengths and weaknesses and to flag any issues that have occurred. Once your SITC Advisor is aware of your concerns, they can help you address the problems quickly and effectively.

What happens during a Site Visit?

The Site Visit is a 45-minute meeting between you, your Fellow, and your SITC Advisor where you discuss how things are going with the internship. These meetings occur once a semester between Program Week 5 and 10. During these meetings, the SITC Advisor seeks to gain insight into the Fellow's and Mentor's experiences. The Mentor and Fellow celebrate their successes and the SITC Advisor answers questions, addresses concerns, and offers support.

For more information and a list of questions typically asked during the meeting, see [What Happens During a Site Visit?](#)

Why is there so much attention given to the hours my Fellow is serving at my organization?

CFSI's goal is to have the Semester in the City (SITC) Program be a **rich and rewarding experience** for the Fellows. Part of that experience is feeling like they are making a positive contribution to their host organization by investing significant amounts of time working on valuable projects. Working at your site for at least 30 hours a week gives your Fellow the time to develop professional skills and a sense of responsibility for their work.

Also, CFSI is partnered with AmeriCorps, which requires that the Fellows have a combination of 450 service (internship) and training (classes and homework) hours **to receive the Segal Award**. This award, which is around \$1900, can be used to pay for college, graduate school, or to pay back qualified student loans.

Finally, the number of service (internship) hours the Fellow completes **contributes to 20% of their Internship grade**. To receive full credit, Fellows must complete 360 hours at their Internships over the semester. Here is the complete service hour grading rubric:

- 100 pts - 360+ hours
- 88 pts - 340-359 hours
- 76 pts - 300-339 hours

- 60 pts - <299 hours

If your organization has a period of time when you are closed during the semester (e.g. school vacation), it's a good idea to plan some tasks for your Fellow to work on during that time so that they don't fall behind on service hours.

Here are some additional ideas for tasks that Fellows could work on to increase their service hours:

- Create a list of potential fundraising events
- Update or clean the data in your organization's CRM, or perform preliminary analysis of a data set.
- Develop a social media strategy to highlight an upcoming event or an important organizational milestone
- Research potential donors or partner organizations and collect this information in a white paper.
- Attend a meeting, lecture, or conference on a topic relevant to your organization.
- Read a book or article or watch a video on a topic relevant to your organization. Give a presentation at a team or staff meeting summarizing the findings of the book, article, or video and relating them back to the mission of your organization.
- Review their co-workers' LinkedIn pages and pick a few people to meet for a chat or informational interview.
- Pick an online course for your Fellow to take to broaden their professional knowledge. Because it is related to their internship, the Fellow can record this time as service hours. As an example, [Khan Academy](#) offers free online courses.

What do I do if I'm having difficulties with my Fellow?

It is not uncommon to run into behavioral issues with your Fellow over the course of the semester. Most of our cohort is between 18 and 22 years old, and many have never worked in a professional work environment before. Consequently, **the semester is filled with opportunities for Fellows to learn and grow as young professionals.**

If you find yourself in a position where you are looking for advice, we have the document [Dealing with Common Fellow Issues](#), which is an in-depth discussion of the seven most common skills and issues that Fellows struggle with. The document also provides management strategies for how to deal with these issues.

The SITC Program has many built-in ways to bring a Fellow's issues to light such as the intake interview, Site Visit, Bi-Weekly Updates, and Mid-Term Evaluations. When we become aware of issues, our **SITC Advisors** reach out to Mentors to fully understand and assist with the situation.

If you have questions at any time, please reach out to your SITC Advisor. They are there to offer you the support and resources you need to be a successful Mentor!

For more information, see the Student Support Issues section of the [Mentor Resources](#) website.

What if my Fellow is struggling with their mental health?

If you notice that your Fellow needs assistance with a physical or mental health issue, **please contact your SITC Advisor or the Internships Team, and we will take action.** We have licensed social workers on staff who are trained to handle these situations and can reach out to Fellows to offer help, resources, and support. We also have an Emergency Fund that Fellows can access if they need additional financial assistance.

What support resources are available to Fellows?

CFSI is committed to providing comprehensive support to our students so they can thrive personally, professionally, and academically. In addition to the work of Mentors and SITC Advisors, the CFSI Staff provides the following support systems that are designed to address a wide range of needs and foster an inclusive, empowering environment:

Academic Support: We offer personalized academic advising to help students navigate their educational paths and achieve their goals. Our team provides one-on-one counseling tailored to individual learning needs. We also host workshops to enhance skills in areas like time management, research techniques, and professionalism.

Counseling and Mental Health Services: Understanding that mental well-being is crucial for success, we provide access to licensed counselors and mental health professionals. Students can engage in confidential counseling sessions to address stress, anxiety, and other emotional challenges.

Career Development: Our career services help students explore career options, prepare for job searches, and develop essential professional skills. We offer resume writing assistance, interview coaching, and networking opportunities with industry professionals.

Financial Assistance: In addition to stipends and reimbursement programs, we have a team of staff who meet weekly to discuss the financial health of our students. Our financial team assists with budgeting strategies and application processes for programs like SNAP to ensure students can focus on their semester without undue financial stress.

Community and Engagement: We foster a sense of belonging through student-led activities and leadership opportunities. These activities not only enhance personal growth but also build valuable skills and connections.

Do you have any advice for giving productive feedback?

Giving and receiving feedback can be a stressful experience for everyone involved in the conversation. One way to mitigate this stress is to focus on curiosity. Listen to the person's

response with the intent to understand rather than to respond or defend.

Here are some additional best practices for offering someone productive feedback:

- **Be specific** - Use clear and direct language and provide examples that you have personally witnessed
- **Adopt a collaborative mindset** - Provide suggestions for how to address the feedback and listen to their ideas as well
- **Prepare for the conversation** - Rehearse your delivery - especially your first words
- **Respect how the person prefers to receive feedback** - Consider where you will be having the conversation, whether you will offer the feedback verbally or in writing, and if you will give the person a heads up so they can prepare for the conversation

For more information and examples, see [Giving and Receiving Feedback](#).

Is there a particularly stressful time during the semester?

In general, Fellows experience the most stress at the beginning and the end of the semester.

At the beginning, Fellows are starting work at their Internships, navigating the MBTA, living in a completely new urban environment, learning to shop for food and cook for themselves, and getting to know their new roommates. They are in completely new situations most of the time, and it can be a stressful adjustment period.

At the end of the semester, the Fellows are wrapping up their special project work, preparing their deliverables, and getting ready to give several presentations to their cohort. There are a lot of deadlines to remember. In addition, they are preparing to say goodbye to their friends and the routines they established for themselves in Boston. It can be a very emotional time.

What is this Ted Talk that I am hearing about?

Fellows work on their **3-minute Showcase speeches** (aka Ted Talks) over the course of the semester during their Social Innovator's Toolbox (SITB) class. The topic needs to be something they learned or experienced over the course of the semester. For example, Fellows have talked about connections they made with people at their internships, funny experiences they had on the 66 bus, and the highs and lows of learning to cook.

On the Wednesday of Showcase Week (Week 15), we have a full day of speech coaching where Fellows get feedback on their speeches from their peers and staff. On Thursday, we host **Storytelling Day** where Fellows give their speeches to their entire cohort and CFSI staff.

If you would like to see some examples of past Showcase speeches, go to the [CFSI YouTube page](#).

What is Special Project Presentation Day?

Fellows give their Special Project Presentations on the Friday of Program Week 14, exactly one week before graduation. It is the same day that they hand in their special project deliverables to their Mentors and BAPS class instructors.

During their 5-minute presentation, they share the details of their project with their peers, SITC Advisors, and CFSI staff. At the end, they field 2 minutes of questions.

We ask that the content of their presentations answer the following questions:

- What were the original goals of your project and in what ways was the project scope designed to help your host organization?
- What were the main pieces of your project? What deliverable(s) did you create and how did they contribute to the goals for your project?
- What roadblocks did you encounter and how did you overcome them? How did your final project turn out differently from what you proposed at the start of this semester?
- What did you learn as a result of this project? This should include personal reflections as well as skill-building.

What begins as a stressful day, often changes into a celebration of all they have learned and accomplished. By the end of the session, there's a great sense of relief and happiness in the room that is a wonderful way for Fellows to go into their final weekend in Boston.

How do I give feedback about my Fellow at the end of the Semester?

Ideally, you will be giving feedback to your Fellow throughout your semester together. However, there are two forms that you fill out at the end of the semester that directly impact your Fellow's Internships grade:

- You use the [CFSI Internships Performance Evaluation Form](#) to grade your Fellow's internship performance.
 - This feedback makes up 30% of your Fellow's Internship grade.
 - This form is due on the Wednesday of Program Week 15 - two days before Program Graduation.
- You use the [Special Project Deliverable Grading Form](#) to grade your Fellow's special project deliverables.
 - The feedback you provide is averaged with your SITC Advisor's feedback and that average makes up 20% of your Fellow's Internship grade.
 - This form is due on the Wednesday of Program Week 15 - two days before Program Graduation.

What is Showcase Week?

CFSI uses the term **Showcase Week** to refer to Week 15, the last week of the SITC Program. Here is what happens during that week:

- On Monday and Tuesday, the Fellows have their **last two days at their internships**.
- On Wednesday, the Fellows **practice their three-minute Showcase speeches** (aka Ted Talks) and are given feedback by peers and members of staff.
- On Thursday, the Fellows present their **final Showcase speeches** to their peers and staff. These speeches are recorded and will be posted on the CFSI YouTube channel.
- On Friday, we hold our **Program Graduation** and enjoy one final morning celebrating our Fellow's accomplishments before they rejoin their friends and families and leave Boston for a well-deserved break.

Tickets are available to attend our graduation ceremony, and we hope to see you there!