



2020 REMOTE SUMMER PROGRAM GUIDE

The [Remote Summer Program](#) (RSP) intends to enable students to have an international, professional experience, while learning about Latin American culture and refining Spanish and/or Portuguese language skills. The RSP works to achieve this goal by fostering professional enrichment collaborations, hosting cultural activities, and offering language-intensive sessions with its participants, within a dedicated community of learners.

All components of the RSP will be conducted virtually, across the span of 8 weeks, during June 15 – August 7, 2020. Students should expect to engage with the program Mondays through Fridays, for an estimated 25 hours a week.

The RSP shares the utmost flexibility and compassion both for, and by, its committed parties. It will remain responsive, supportive, and adaptable to this unpredictable global challenge.

The purpose of this document is to outline some general roles and responsibilities within each component of the program, and across all parties involved.

REQUIRED PROFESSIONAL ENRICHMENT

The professional enrichment experience of this program is based upon a cooperative three-party relationship between DRCLAS, the host organization (based in Latin America), and the Harvard University student intern. Mirroring the DRCLAS Summer Internship Programs, our hope is that this experience will prepare student interns for their respective careers, while they assist their host organization in fulfilling meaningful responsibilities as directed by their supervisor(s).

Student intern responsibilities include, but are not limited to:

- Committing to the full enrichment opportunity for the duration of 8 weeks, working roughly 20 hours per week with a schedule agreed upon by the host organization.



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- Agreeing to fulfill the obligations, tasks, and responsibilities of the professional enrichment experience to the best of their ability.
- Agreeing to proactively seek guidance and support as deemed necessary to fulfill expected work.
- Completing all required paperwork before, during, and after the program.
- Attending a DRCLAS-led orientation focusing on remote workplace practice, cultural adaptation, and overall expectations of participation.
- Notifying DRCLAS if there are major changes to the organization's ability to collaborate, and/or if any problems or concerns arise.

Host organization responsibilities include, but are not limited to:

- Defining a scope of work (such as responsibilities, tasks, or a project) that is relevant to the organization, and can be completed remotely.
- Establishing objectives and guidance for students in order to complete obligations.
- Designating a supervisor/point-person for each student intern.
- Communicating expectations regarding responsibilities, tasks, and deliverables.
- Providing support in terms of resource materials and guidance.
- Maintaining communication with DRCLAS as needed.
- Notifying DRCLAS if there are major changes to the organization's ability to collaborate, and/or if any problems or concerns arise.

DRCLAS responsibilities include, but are not limited to:

- Virtually connecting students with supervisors, and looking after students' general wellbeing and participation for the 8-week duration of the program.
- Providing orientation trainings and ensuring that students follow Harvard's regulations and DRCLAS standards of conduct and participation.
- Establishing and maintaining ongoing communication with all parties.
- Managing any program disruptions, such as complications of participation, efficiently and with the best interest of all parties in mind.
- Collecting mid-point and end-of-program feedback from students and organizations.

REQUIRED CULTURAL ACTIVITIES



The cultural component of the RSP works to develop and deepen students' curiosity in and understanding of Latin America. Cultural activities are coordinated by DRCLAS, though may be designed and/or run by staff, faculty affiliates, alumni, and/or in-country collaborators. Cultural activities are an essential component in building a holistic perspective of the region, and complement the professional enrichment experience. Attendance and participation in them are therefore **required** for all participants.

Student responsibilities include, but are not limited to:

- Arriving to activities fully prepared, by having read, watched, listened to, reflected upon, etc. any related materials previously distributed.
- Proactively engaging with presenters and cohort, by asking questions, contributing to group discussions, responding to others' inquiries, etc.
- Maintaining a curious, respectful, and open attitude towards materials, presenters, and the members of the cohort, contributing to a safe learning environment.
- Notifying DRCLAS of any concerns or suggestions that may arise.

DRCLAS responsibilities include, but are not limited to:

- Designing a comprehensive agenda of cultural activities across the 8-week program which introduces students to a variety of facets of Latin American culture.
- Fostering a creative and stimulating environment where students may engage with, learn from, and develop alongside a cohort.
- Supplying adequate engagement materials, such as videos, films, readings, podcasts, etc., to students in a timely manner.
- Diversifying pedagogical methods utilized within activities to maximize engagement levels of all students.
- Assigning break-out session cohorts where necessary, such as across language skillsets or specific interests, to enhance learning.
- Maintaining an open communication standard with participants to regularly receive feedback and improve activities where needed and possible.



OPTIONAL LANGUAGE-INTENSIVE SESSIONS

The language sessions aim to develop and strengthen students' skills in Spanish and/or Portuguese in a supplementary manner. Language sessions are coordinated by DRCLAS, though may be designed and/or run by staff, faculty affiliates, alumni, and/or in-country collaborators. They may be run in tandem with Cultural Activities, and/or as distinct activities. We recognize that the RSP cohort is comprised of students with a variety of linguistic backgrounds and skills, as well as distinct goals regarding language. For these reasons, language sessions are **optional** for all participants. Students that opt-in to the language sessions must commit to the full 8-week duration.

Student responsibilities include, but are not limited to:

- Arriving to sessions fully prepared, by having read, watched, listened to, reflected upon, etc. any preparatory materials previously distributed.
- Demonstrating proactivity regarding engagement within sessions, to maximize learning opportunities.
- Maintaining a curious, respectful, and open attitude towards materials, presenters, and the members of the cohort.
- Notifying DRCLAS of any concerns or suggestions that may arise.

DRCLAS responsibilities include, but are not limited to:

- Designing an achievable agenda of language-intensive sessions in Spanish and Portuguese, across the 8-week program.
- Fostering a creative and stimulating environment where students may engage with, learn from, and develop language skills alongside a cohort.
- Supplying adequate materials, such as videos, films, readings, podcasts, etc., to students in a timely manner.
- Diversifying pedagogical methods utilized within and outside of sessions to maximize engagement levels and learning outcomes of all students.
- Assigning appropriate break-out session cohorts where necessary, such as across languages and skill levels.



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- Maintaining an open communication standard with participants to regularly receive feedback and improve sessions where needed and possible.

SAMPLE WEEK

The following is an example of a mixture of required and optional activities that may occur during a typical week during the Remote Summer Program. The general cadence of the program will follow as such:

<u>MONDAY – THURSDAY</u>	<u>FRIDAY</u>	<u>WEEKEND</u>
• Professional Enrichment • Supervisor Check-ins • DRCLAS Check-ins • Cultural Activity Prep (read, watch, listen, etc. to any materials provided)	• Cultural Activity w/ DRCLAS • Cohort Breakout Sessions • Optional Language Activity (may be combined with or distinct from Cultural Activity)	• No DRCLAS programming

DRCLAS STAFF MENTOR

The RSP is designed, coordinated, and run by a team of DRCLAS staff members. Students will have the opportunity to engage with the entire team at various points throughout the program. In order to ensure each participant receives the individual support they may need, however, **each student will have a designated staff member with whom they regularly communicate as their mentor.** Your designated staff member will be introduced to you in a separate communication. This match aims to add an extra layer of support to all students in small groups, and individually, during the RSP.

Students are also welcome to reach out to other members on the team as they please, though regular communication with their designated staff mentor is required. For a list of our team members, please see below:



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It is the goal of DRCLAS staff to build and maintain relationships with all of our students, during and beyond the Remote Summer Program. We look forward to collaborating in the RSP with you this summer, and continuing your engagement with Latin America in the years to come!