



2020 REMOTE SUMMER PROGRAM STUDENT EXPECTATIONS 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, alongside 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 College 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 that is relevant to the organization, which can be completed remotely, such as responsibilities, tasks, or a project.
- 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, such as 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. 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.
- Maintaining an open communication standard with participants to regularly receive feedback and improve sessions where needed and possible.



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DRCLAS PROGRAM STAFF

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 support they may need, however, **each student will have a designated staff member with whom they regularly communicate.** Your staff match, as well as your supervisor/organization match, will be detailed in an individual communication.

Students are also welcome to reach out to other members on the team as they please, though regular communication with their designated staff member is required.

The DRCLAS Team:

- Camilla Roberts, Brazil Office
- Lorena Rodas, Mexico Office
- Magdalena Richards, Argentina Office
- María José Ferrera, Argentina Office
- Pilo Mella, Chile Office
- Rachel Murray-Crawford, Cambridge Office
- Sylvie Stoloff, Mexico Office
- Tiago Genoveze, Cambridge Office

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!