

Harvard CFV Summer Fellowship Sample Internship Description

Organization: ABC Pediatrics

Job Title: Summer Intern

Location: Boston, MA

Duration: e.g. 8 weeks [Typical summer internships are 8-10 weeks. Duration can align with your internship program or be agreed upon by you and the CFV Fellow.]

Start/End Dates: e.g. June 15 – August 7, 2026 [Harvard's Spring term exams end May 16 and Fall term resumes September 2, 2025. Dates can align with your internship program or be agreed upon by you and the CFV Fellow.]

Working Hours: e.g. Monday – Friday, 8am – 5pm [Fellows must work a minimum of 30 hours per week to be eligible for the CFV Fellowship.]

In-person/Hybrid Format: e.g. In-person only [Fellows must be in-person a minimum of three days per week to be eligible for the CFV Fellowship.]

Overview

ABC Pediatrics is an academically affiliated private practice. It was founded to provide expert care for patients in the Boston area. The central mission of the practice will always be to provide excellent care.

Fellow's Responsibilities [Below are sample responsibilities and are not all required to qualify as a clinical experience.]

- Greet and escort pediatric patients and families
- Support preparation of exam rooms and necessary supplies
- Assist with play- or comfort-based interventions during exams
- Enter non-clinical information (e.g., family history, social determinants of health) under supervision
- Adhere to all clinic protocols and patient confidentiality and privacy guidelines (HIPAA compliance)
- Provide administrative support as needed (e.g., scheduling, filing, front desk duties)
- Observe patient assessments and treatment procedures (as appropriate and with patient/family consent)
- Participate in health education activities (e.g., nutrition, hygiene), departmental meetings, case discussions, and professional development sessions
- Other duties as assigned by supervising clinicians/mentorship team

Qualifications

- Undergraduate premedical and other pre-health students (rising sophomores or above) with interest in pediatrics
- Legal authorization to work or intern at the hosting institution/site
- Strong interpersonal skills and motivation for working with children
- Evidence of responsibility, initiative, and reliability

Funding [please include]

Applicants who are accepted for the Summer Intern position at ABC Pediatrics are eligible to apply to the CFV Fellowship through Harvard's Mignone Center for Career Success by Monday, March 30. Funding is not guaranteed. Students will be informed no later than Friday, April 17 if they are awarded the CFV Fellowship.