

# PASSOP Internship Guidelines

While your internship experience at PASSOP should be enjoyable and rewarding, it also demands a lot of hard work and dedication. It is our expectation that all interns to act professionally and responsibly during the time when they are working with us. All interns must follow agreed upon work hours and work at least 4 days a week. The office is open from 9:00-17:00 and interns must work from at least 10:00-16:00. If you will be absent, late, or must leave early, notify Braam, Anthony or Nonki with the reason for your absence as soon as possible. If you are working on a specific project or program, also inform the supervisor of that project of any schedule changes. Interns may take one hour for lunch. It is very important for us to know who is in the office at what times so we can plan work activities accordingly and everyone can get the most out of the internship experience.

New interns must also take the initiative to educate themselves about PASSOP's work and the issues we work with and develop a work plan so your time here is productive and meaningful. In a Intern Google Doc folder, you will find research compiled by former interns on the many different issues PASSOP works with. You will also find reports from previous interns on the work they did. After reading through this folder and also thoroughly reading the website, you should fill out a work plan. The form can be found in the Google Doc folder. You should complete this with the help of the staff member in charge of the programme on which you want to work.

If you cannot meet these guidelines, you are still able to work at PASSOP as a volunteer. Volunteers dedicate less time and are given less responsibility.

Interns refer specifically to those who make the commitment to work the above hours and are therefore given more intensive tasks and projects.

In case you encounter problems or are unhappy with either elements of the internship itself or a particular member of staff we expect you to come forward and be able to constructively communicate this to us (please speak to Nonke first) and we will be more than happy to consider your concerns and together work towards resolving them.