



## Internship Induction and Commitment Kit

### Welcome

Congratulations and welcome to the Aurora Internship Program!

As part of your internship you are required to please read this document carefully and complete the online form at [Aurora Internship Commitment Statement](#) prior to commencement of your placement.

If you have any queries or do not fully understand your obligations as laid out in this document, please contact the Placements team asap by email at [placements@auroraproject.com.au](mailto:placements@auroraproject.com.au) or by phone on (02) 9310 8413.

### Your commitment

**As an Aurora intern you are required to undertake the following obligations:**

- ✓ provide weekly reports (*example attached*) on the progress of your internship
- ✓ complete an online overview questionnaire at the end of the internship
- ✓ writing a short reflective article (1 page) on the internship and source a relevant university publication
- ✓ where possible, arrange a short presentation to prospective candidates on campus or participate in a career fair to create awareness and assist with promoting the Program and your Host.

### Code of conduct and professional ethics for Aurora interns

As an Aurora intern you are an ambassador for the Aurora Internship Program and the Aurora Project and should conduct yourself in a professional manner at all times whilst on placement.

Interns are encouraged to embrace the unique focus of the Program which is to assist wherever possible and to feel privileged to be given the opportunity.

The activities below outline the behaviour, attitudes and appropriate protocol expected by Aurora interns. Any intern who violates this Code is subject to disciplinary action which may lead to the termination of the internship.

### Conduct

**As an Aurora intern, we ask that you:**

- provide assistance to the Host organisation wherever needed and are expected to undertake tasks given to you by your supervisor and other staff members
- treat fellow staff members at your Host organisation as well as their clients and stakeholders with respect, integrity, kindness, dignity, trust, equity, acceptance and in regard to safety
- maintain a high level of cultural awareness and sensitivity toward the Host organisation staff and their clients and respect and acknowledge the diversity and significance of Indigenous Australian culture, customs and beliefs
- not disclose any confidential, sensitive or personal information during or after your internship
- contact the Aurora Placements Manager, if you experience distress or have a grievance whilst on placement, so the problem can be rectified.

**The following behavior will not be tolerated whilst undertaking an Aurora internship (which includes out of office hours):**

- abusive, offensive or discriminatory behaviour or language towards Host organisation staff, their clients, other Aurora interns or any other person related to your internship activities
- bullying or taking unfair advantage of Host organisation staff, their clients, other Aurora interns or any other person related to your internship activities
- possession or use of alcoholic beverages, or being under the influence of alcohol – please note that alcohol may be served at official Host organisation functions and if you consume alcohol, we request you do so in moderation and observe your Host organisation's Occupational, Health and Safety policies
- use or possession of illegal drugs or being under the influence of illegal drugs
- bringing on to your Host organisation's property dangerous or unauthorised materials such as explosives, firearms, weapons or other dangerous items
- discourtesy or rudeness to Host organisation staff, their clients, other Aurora interns or any other person related to your internship activities
- verbal, physical, sexual or visual harassment of Host organisation staff, their clients, other Aurora interns or any other person related to your internship activities
- actual or threatened violence towards Host organisation staff, their clients, other Aurora interns or any other person related to your internship activities
- conduct endangering the life, safety, health or well-being of others
- failure to follow your Host organisation's policies or procedures.

### **Professional Ethics**

Interns are expected to provide assistance to the Host organisation wherever needed and are expected to undertake tasks given to them by their supervisor(s). You are reminded to go into the experience with lower expectations and to expect a healthy balance of interesting and challenging work along with some more mundane administrative tasks.

Before commencing your placement, you should contact your supervisor(s) to request background research material in preparation for your placement. You should familiarise yourself with all available information about your Host organisation - their website is a good place to start if they have one. You are also encouraged to visit the Aurora website for a summary of the type of work you may be involved in and read the reflections of past interns about their internship at your Host organisation. The work you undertake on placement may vary between organisations and is also dependent on the stream that you have been placed in.

Interns report directly to their supervisor(s), taking direction from their supervisor(s) on work to be undertaken on placement. Where a supervisor is unavailable for a period of time, interns are encouraged show initiative by assisting other staff where needed or perhaps undertaking self-directed research on local issues relating to the Host organisation.

You should not disclose any confidential, sensitive or personal information during or after your internship. By doing so, you not only place yourself at risk of breaching your intern obligation, but you may also create potential risks for the Host organisation, their clients and stakeholders, as well as for the Aurora Project. (See chapter in the *Handbook for Interns* for further information on confidentiality, privacy and legal ethics).

Where the Host organisation covers your airfare and/or accommodation, you must liaise with the human resources representative or supervisor(s) at your Host organisation to make the necessary arrangements. In the case where you are placed in shared housing provided by your Host organisation, interns need to respect one another's privacy and personal belongings and should agree to any shared chores and purchase of supplies, at the start of your internship. If you are billeted to the home of a staff member of your Host organisation, you must agree that you are comfortable with the proposed living arrangements before the placement is confirmed, as well as offer to contribute to your daily living expenses.

Where the Host organisation does not cover the airfares and/or accommodation of the intern but may provide a weekly stipend, you should liaise with the human resources representative at your Host organisation to arrange for payment of your weekly stipend.

In all cases, interns are responsible for daily living and travel expenses and are expected to work five days a week (usually 9am to 5pm), unless alternate arrangements have been made between Aurora and your Host organisation prior to the commencement of the internship, or, where special or unforeseeable circumstances arise.

In the event an intern would like to have a friend or family member visit or stay in the accommodation provided by the Host organisation, you must seek approval from Kim Barlin, the Placements Manager, prior to making arrangements. Please note, out of respect for the Host organisation funding the accommodation, this is strongly discouraged.

### **Intellectual Property and Moral Rights**

As an Aurora intern, you assign all rights, including Intellectual Property Rights, of any materials created by you whilst on placement, to the Host organisation and waive your Moral Rights as an author of any materials you produce on placement, unless otherwise negotiated and agreed in writing with your Host organisation. You will be required to acknowledge that you do not hold any interest in any Intellectual Property of the Host organisation or its stakeholders. This means that documents or other materials that you might produce or contribute to whilst on placement, belong to the Host organisation and not to you.

### **Other important considerations**

You may be required to provide external checks including but not limited to police check and/or working with children as requested by your Host organisation.

### **Insurance**

The Aurora Project has arranged travel and voluntary insurance cover with 'Accident & Health Insurance International' for all interns undertaking an Aurora internship, for anywhere between four and eight weeks.

- **Re: Requiring medical treatment** – interns are expected to use their Medicare card if they require a doctor/medical treatment. If you are an overseas candidate placed as an intern in Australia, you will be required to cover your own medical insurance in the event that you will need medical attention whilst on placement. This is due to the fact that Medicare is not available to non-residents or non-Australian citizens.
- **Re: Driving to and from your placement** – if interns choose to drive to and from their placement, they are responsible for their own vehicle and roadside assistance and any vehicle expenses which might be incurred including vehicle loss or damage. Interns will be responsible for mechanical repairs (including towing). Note that each state has compulsory third party insurance for road injuries.
- **Re: Driving on placement** - Aurora does not have a motor vehicle policy via our existing policy for interns. The Host organisation will be required to cover the intern/s under their Motor Fleet Policy for both on-road and off-road activity, when required. **Please check that this is the case if you are required to drive on placement.**
- **Re: Air travel on placement** – interns are only covered by our policy when they fly on scheduled commercial flights. Private chartered flights or helicopters are not covered. **Please check that your Host has the necessary cover if you are required to travel by air on a private chartered flight or helicopter, when going out bush or on country.**

In the past Aurora interns have experienced issues with exclusions to insurance policies for certain types of damage to rental cars. It is important to note in particular that most car rental companies (Hertz, Budget, Europcar, Thrifty etc) **DO NOT** provide insurance coverage for flood or water damage, roof damage or under carriage damage. (You will most likely find buried deep in the fine print in your hire contract a section that outlines these exclusions.)

In instances where you are renting a vehicle for personal use during an internship (including getting to and from your placement) please be aware Aurora will not be in a position to assist with the cost of repairs to a rental vehicle should you experience this type of damage. In addition, Aurora's experience is that repairs for these types of damages can be very costly.

We recommend you do not drive any vehicle while on placement that does not belong to you without first discussing with the owner of the vehicle (be it a hire company or other organisation or individual) and satisfying yourself as to your personal liability should an accident occur.

## **Photography**

Interns are encouraged to take photographs of interest whilst on placement. However, it is important to ensure that you have been granted written permission by your Host organisation and/or community and/or individuals to take any photographs of people and/or scenery whilst on placement.

## **Personal issues**

In the event you experience distress or have a grievance whilst on placement, you must immediately contact Kim Barlin, the Aurora Internships Manager, so the problem can be discussed and rectified. Kim will liaise, or mediate where necessary, with the relevant parties in with the aim of resolving the matter as quickly as possible.

# Weekly Update [EXAMPLE ONLY]

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**From:** Jane Smith

**Sent:** Monday, 06 July 2015 12:25 PM

**To:** [placements@auroraproject.com.au](mailto:placements@auroraproject.com.au)

**Subject:** CONFIDENTIAL.Smith Jane - ABC Organisation - Week 1 of 6

## WEEK 1 REPORT

I am really enjoying myself at ABC organisation and in Cairns, the people and the place are amazing and the experiences that I am getting are wonderful. I can see myself wanting to work here when I graduate.

### Work

Everyone was very welcoming when I arrived. After being introduced and shown around, I was given reading about the Wild Rivers Case. It's not something that has been as prominent in the NSW media as it has in Queensland, so there was a bit for me to catch up on. It's extremely interesting work, I feel privileged to be given the chance to be involved. I've been given work on a project related to the case, which should keep me busy into next week. I also got to attend the Federal Court judgment in relation to the Torres Strait Island Land Sea Claim this morning - it was excellent to be there in person.

### Accommodation

I'm staying in a sharehouse about a ten minute walk from the office, so the location is amazing (and just around the corner from the big shopping complex). I have my own room, it's clean, has internet access and I can cook for myself. The house itself is a bit old and unfinished, but not too different from student sharehouses I've lived in before. I'm sharing with four others who work in hospitality and tourism – the house has a bit of a fluctuating population, and I expect it will eventually fill up to eight people while I'm here. One of my flatmates runs diving tours, and the other works for a horse-riding and ATV tour company, so I'm sure they can suggest some good things for me to do in Cairns.

### Recreation

I've been going for walks around Cairns after work each day to get to know the place. The Esplanade is particularly pretty, and great for people-watching. There's a lively backpacker culture, not too close to where I'm staying but nearer the Esplanade. There's a few secondees around Cairns at the moment who are meeting up every so often – I might join them this weekend. I'm also looking forward to the weekend markets – and apparently Cairns has a ukulele festival happening as well. Not entirely sure what to expect, but I'm going to check it out. Other plans while I'm here include a trip to Green Island and to the Tablelands. I'm also meeting up with some of the Aurora interns this weekend for coffee.

This first week has flown by, and I'm loving being in Cairns, particularly while it's so

cold in Sydney! Thanks,  
Jane Smith