



Internship Induction and Obligations Kit

Welcome

Congratulations and welcome to the Aurora Internship Program!

The Program aims to support under-resourced host organisations by attracting anthropology, law, and social science students and graduates and providing career opportunities in native title, policy development, social justice, human rights and the broader Indigenous sector.

As part of your internship you are required to please read this document carefully and complete the online form at [Aurora Internship Induction and Obligations Kit](#) 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 before you leave for your internship by email at placements@auroraproject.com.au or by phone on (02) 9310 8413.

Your obligations

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

- ✓ 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 uni publication
- ✓ commit to arranging and speaking to prospective candidates on campus or participate in a career fair in order to create awareness and assist with promoting the Program.

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:

- act as an ambassador for the Internship Program and the Aurora Project and should conduct yourself in a professional manner at all times whilst on placement
- 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 and acceptance
- maintain a high level of cultural awareness and sensitivity to the host organisation staff and their clients and respect and acknowledge the diversity and significance of Indigenous Australians culture, customs and beliefs
- not disclose any confidential, sensitive or personal information during or after your internship
- contact the Aurora Placements Manager, in the event that 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 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 illegal drugs on Aurora property, or being under the influence of drugs or 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
- 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 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 to the host organisation with lower expectations and to understand that the internship is more about the over-worked and under-resourced host organisation, than it is about the intern.

You should 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 Australians culture, customs and beliefs.

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 also read what past interns have to say about their internship at your host organisation. The work you undertake on placement may vary between organisations and is also dependent on whether you are placed as a legal, anthropology or social science intern.

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 should 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 organisations, 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 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 beginning of your internship. If you are billeted to the home of a staff member at your host organisation, you must agree you are comfortable with the proposed living arrangements before the placement is confirmed as well as offer to contribute to the your daily living expenses.

Where the host organisation does not cover the airfares and 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 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 your 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, in 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

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: 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
- **Re: Air travel on placement** – Aurora interns are only covered by our policy when they fly on scheduled commercial flights. Private chartered flights or helicopters are not covered.

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, 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 and run into the thousands of dollars or even tens of thousands of dollars.

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. (see Photo Release Form)

Personal issues

In the event you experience distress or have a grievance whilst on placement, you must immediately contact Kim Barlin, the Aurora Placements Manager, so the problem can be rectified. Kim will liaise, or mediate where necessary, with the relevant parties to resolve the matter as quickly as possible.

Pre-departure Induction talk to interns

(Transcript copy)

“ The purpose of the talk is to have certain things fresh in the minds of all of our interns before you commence your placement, no matter where you are placed. ”

Checklist

- ✓ Have you read the *Code of conduct and professional ethics for Aurora interns* and completed the online Intern Obligations form?
- ✓ Have you emailed your supervisor to make contact?
- ✓ Have you sorted out your logistical arrangements in regards to airfare and accommodation?
- ✓ Have you reviewed a copy of the *Handbook for Interns & Hints & Tips by location*?
- ✓ Have you familiarised yourself with the website of your host organisation?

What should I do if anything stressful comes up on placement?

Always get in touch with the placements team right away should you be experiencing anything stressful whether personal or work related so that we can help you resolve the problem sooner than later, in order for you to be the most productive throughout the relatively short time you are on placement

Expectations

- ✓ As an Aurora Intern you are an ambassador for the Aurora Internship Program and the Aurora Project and are expected to conduct yourself in a professional manner at all times whilst on placement.
- ✓ You may become quite friendly with staff members at your host organisation – but there is a fine line, so always be professional following the Aurora code of conduct and professional ethics.
- ✓ Remember when you're going out there, that the Program is not primarily about you, but about the organisation, and about your role in helping them in any way possible.
- ✓ We encourage you to approach your internship with lower expectations in regards to the work you might be given – hopefully you will experience a healthy balance between some interesting and challenging work as well as a fair bit of mundane administrative tasks such as photocopying, database entry and filing.
- ✓ In the end, we would prefer for you to have your expectations exceeded rather than going in with loftier expectations.
- ✓ Don't wait for the work to come to you: Be proactive! If you come to the end of a project and your supervisor is not going to be around for a while, introduce yourself to other staff members and let them know that you are available to assist - by doing so, you'll make a greater contribution and be exposed to much more interesting work.
- ✓ If all else fails, show initiative by undertaking self-directed research on local issues relating to your host organisation.
- ✓ Expect to often be working within a stressful environment so just pitch in and help where you can – as your fellow workers become more confident of your abilities, they will give you more to do.

Privacy and confidentiality

Whether your placement is at an NTRB or other host organisation, it is very likely that you will have access to confidential and sensitive information. It is critical that you do not disclose any confidential, sensitive or personal information either during or after your placement. By doing so, you would not only place yourself at risk of breaching your obligations as an intern and/or an employee, but it also creates risks for your host organisation, the clients or stakeholders of the organisation, and the Aurora Project.

Your obligations regarding privacy and confidentiality arise from your role as an intern, your professional obligations, and state and federal law, including relevant state and federal privacy acts, legal profession acts, solicitor's rules, fiduciary obligations (that is, obligations arising from a position of trust), and contractual obligations. These obligations apply to you whether you are a legal, anthropology or social science intern.

Your host organisation may also ask you to sign a confidentiality agreement at the commencement of your internship.

Please always ensure that you do not include any confidential or sensitive information in your reports to the Aurora Project or in any papers or articles you write. You must obtain the approval of your supervisor at the host organisation before writing any articles or papers relating to your placement.

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.

Intern weekly reporting and finishing obligations – legal professional privilege

As one of your most important Aurora obligations, we ask that you be in touch with us by way of a weekly email. Use this as an opportunity to keep a weekly journal to reflect back on your week.

Refer to the example in the front of the Handbook, taking care to label the subject of your email as specified. When talking about the work that you are doing, it is critical that you do not disclose any confidential information in doing so. Please keep that section brief and anonymous – we don't need to know the details of names and places and if you are ever concerned that something may be confidential, please leave it out.

Not everything you do will be confidential. In most cases, where you go and the basic nature of your tasks will not be confidential e.g. travel to communities, attendance at meetings, general legal or anthropological research, etc.

After your first week, please check if your supervisor would like to read through your weekly email before sending it to Aurora. Please ensure that you copy in your supervisor in all your weekly emails and if you have any personal issues to discuss with the placements team, please email us separately.

You must obtain the approval of your supervisor at the host organisation before writing any articles or papers relating to your placement.

Your safety

- ✓ Your safety is very important to us, so please be careful and wise whilst on placement.
- ✓ Err on the side of caution, especially as a young woman going into what can be a difficult environment.
- ✓ Don't venture out at night alone if possible especially in the more remote placements and even in cities like Alice and Darwin.
- ✓ If you are invited to visit a community over the weekend with some new acquaintances, do some research on the place before hand and preferably go with more than one person – just don't find yourself in a situation you later regret.

Protocol when approached by a client

Please be reminded of the scenario question that you were asked in your interview – in the event that you should be approached by a client of your host organisation (Indigenous or non-Indigenous).

It is important to be aware of the often complex, political and sensitive relationship that your host (especially if it is an NTRB) has with their clients. It is easy for an intern to be drawn into situations especially because you are eager to help and are quite knowledgeable - however, something you say may not be wrong but could easily be misconstrued or misunderstood by the client and have negative repercussions for your host even way past the time that you have completed your placement.

What to do

- ✓ Explain your role up front which is as a short-term volunteer and therefore give no expectation that you can actually assist.
- ✓ Take down a few points (don't get drawn into the details as this gives an expectation that their story has been heard).
- ✓ Take down their contact details.
- ✓ Explain that you will be deferring to your supervisor and that someone from the host organisation will be getting back to them, (at some point – perhaps not even that day).

Protocol in regards to host organisation internal politics

We understand that sensitive and confidential information will be shared with Aurora interns in order to facilitate their understanding of the work that their host organisation does, and to enable interns to contribute in a meaningful way. With this in mind, we ask that interns take special care not to be drawn into the internal politics of their host organisation as it is often difficult for interns to assess differences of opinion between work colleagues and/or clients, and this can cause undue stress and confusion in their efforts to please and assist. Aurora and host organisation supervisors have a duty of care to ensure that interns are able to learn about and contribute to, host organisations in a healthy environment. If you find yourself in a challenging position in this regard, please get in touch with the Placements team as soon as possible, to help you resolve this.

On country

If you are fortunate to be invited to attend an on country meeting with your host organisation, please read Chapter 1 of the *Handbook* for some useful insights. However, be aware that some of this information is generically written and that every community is unique.

Ask your supervisor(s) questions before you go such as – what is the appropriate protocol in regards to how to address an Indigenous elder of that community or how to dress for the meeting.

Obligations

We expect interns to fulfil a number of obligations during and after their placement, including:

- ✓ Emailing a weekly update (2 paragraphs) whilst on placement – (see example on page xxvi)
- ✓ Completing an on-line overview questionnaire at the end of the placement (10 mins.)
- ✓ Writing a short reflective article (1 page) for publication on completion of the placement – due 2 to 3 weeks later
- ✓ Being involved in awareness-raising on campus by way of a short feedback session and/or attending a Career Fair

Remember

- ✓ You are covered by the Aurora insurance policy for 'Accident & Health Insurance' (see details at the back of the Handbook) – should something go wrong on placement, get in touch with us.
- ✓ You are expected to work in an unpaid capacity, full-time, 5 days/week.
- ✓ You are expected to cover your own daily living expenses.

Photographs

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. (see Photo Release Form on the following page).

Aurora Project and Programs Pty Ltd Photo Release Form

By signing this document you hereby give permission for all photographic images/videos/audio recording containing you to be reproduced and used by **The Aurora Project and Programs Pty Ltd** for promotional purposes in its publications including it on our websites, newsletters and reports.

I _____

Of _____

hereby give approval for all still photography /video/ audio recording (delete any that do not apply) depicting myself to be reproduced and used by The Aurora Project and Programs for its publications including its website, newsletter and annual report.

My signature below signifies my approval for **The Aurora Project and Programs** to publish my photo, possibly with my name in any of its materials for publication.

* Parent, guardian or community member must give consent (sign) for children under 18 years of age.

Name:	Signature:	Date:

Signed _____

Dated _____

Office Use

Date:	
Location/Event:	
Image File Name:	
Photographer:	
Names of person(s) in the photograph (left to right):	

Jane Smith [EXAMPLE ONLY]

From: Jane Smith

Sent: Monday, 06 July 2015 12:25 PM

To: placements@auroraproject.com.au

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

ABC Organisation

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

06/07/2015