

Migrant and Refugee
Youth Communication
and advocacy for equity
and inclusion



Internship Guidelines

MYCOMM ERASMUS+ YOUTH 2022 TOG
TASK 3.4 - 2

Version 2.0

Executive Summary

This document is intended to support the T3.4 *Mobility: Training Opportunity for 20 Youth Organisation Leaders* as part of Work Package 3 of the project **Migrant and refugee Youth COMMunication and advocacy for equity and inclusion [MyCOMM]** with ref. no. 101089752 ERASMUS-YOUTH-2022-YOUTH-TOG.

These guidelines aim to ensure a mutually beneficial and positive experience for both hosts and trainees of the MYCOMM Internship, fostering a collaborative and enriching learning environment within the MYCOMM project.



Table of Contents

PROTOCOL FOR HOSTS AND TRAINEES	3
EXPECTATIONS FOR THE HOSTS	4
EXPECTATIONS FOR THE LEARNER	5
MODES OF FEEDBACK	6
CODE OF CONDUCT.....	7
AGREEMENT - MoU	8

PROTOCOL FOR HOSTS AND TRAINEES

Orientation and Onboarding:

- Host organisations will provide a comprehensive orientation for trainees, introducing them to the organization's mission, values, and team structure.
- Trainees are expected to actively engage in the onboarding process, familiarising themselves with organisational policies and procedures.

Work Schedule and Responsibilities:

- Clear expectations regarding work hours, breaks, and responsibilities will be communicated to trainees by the host organisation.
- Trainees are expected to adhere to the agreed-upon schedule and actively participate in assigned tasks and projects.

Communication Channels:

- Establishing clear communication channels is crucial. Host organisations will designate a point of contact for trainees to address any concerns or seek guidance.
- Trainees are encouraged to communicate openly, seeking clarification when needed and actively participating in team discussions.

EXPECTATIONS FOR THE HOSTS

Meaningful Engagement:

- Host organisations will provide meaningful tasks and projects aligned with the participants' learning objectives, ensuring a valuable and enriching experience.
- Regular check-ins with trainees will be conducted to assess progress, address challenges, and provide constructive feedback.

Learning Opportunities:

- Host organisations will facilitate learning opportunities, including workshops, and interactions with experienced professionals in relevant fields.
- Host organisations will encourage exploration within different organisational departments to provide a holistic view of the organisation's operations.

Supportive Environment:

- Creating a supportive and inclusive environment is essential. Host organisations will foster a culture that values diversity, respects different perspectives, and encourages active participation.

EXPECTATIONS FOR THE LEARNER

Active Participation:

- Trainees are expected to actively engage in all aspects of the internship, demonstrating enthusiasm, and a willingness to learn.
- Taking initiative in seeking learning opportunities and contributing to discussions and projects is encouraged.

Professionalism:

- Learners will uphold the highest standards of professionalism, including punctuality, reliability, and respect for colleagues and organisational policies.
- Demonstrating a commitment to ethical behaviour, confidentiality, and respecting intellectual property rights is imperative.

Adaptability:

- Trainees should be adaptable and open to new experiences, ready to navigate diverse work environments and cultural nuances.
- Embracing challenges as learning opportunities and maintaining a positive attitude throughout the internship.

MODES OF FEEDBACK

Regular Feedback Sessions:

- Both hosts and participants will engage in regular feedback sessions to discuss progress, challenges, and areas for improvement.
- Constructive feedback will be provided to facilitate continuous learning and professional development.

Peer Feedback:

- Participants will have opportunities to provide feedback to their peers, promoting a collaborative learning environment.
- Peer feedback will be constructive and focused on areas of improvement.

CODE OF CONDUCT

Professionalism:

- Trainees are expected to uphold the highest standards of professionalism, including punctuality, reliability, and respect for colleagues and organisational policies.
- Maintaining confidentiality and respecting intellectual property rights is imperative.

Cultural Sensitivity:

- Trainees will demonstrate cultural sensitivity and respect for diversity in its broadest sense, fostering an inclusive and harmonious work environment.
- Host organisations will promote cultural exchange and understanding among team members.

Ethical Behaviour:

- Ethical conduct is non-negotiable. Participants will adhere to ethical principles, refraining from any activities that may compromise the integrity of the host organisation or the MYCOMM project.

AGREEMENT - MoU

This agreement is formalized between the two/three parties (host organisation, participant and, -when needed- sending organisation), so two/three signed copies will be distributed; one for each of the signatories.

HOSTING ORGANISATION		SENDING ORGANISATION	
Organisation		Organisation	
Legal Representative (Name, Position)		Legal Representative (Name, Position)	
Signature		Signature	
Date		Date	
PARTICIPANT			
Name			
Representing Organization			
Signature			
Date			



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