



INTERNSHIP QUALITY POLICY

Working Environment

- Each host organisation is obliged to provide the intern with a safe, clean working environment.
- Each intern should have their own allocated space to work.
- Any kind of prejudice, abuse or bullying is completely unacceptable.
- The intern should have access to drinking water and toilet facilities.
- Each host organisation must have at least one English-speaking contact person and allocate a supervisor for interns.
- Interns are expected to bring their own laptop computer.

Orientation

- Host organisations are expected to provide each intern with an orientation, whereby information about the company, working hours, dress code, key company policies should be communicated.
- The orientation should also provide an overview of the intern's tasks and responsibilities during their internship.
- The orientation should also provide the new intern with a platform to ask questions and raise any issues with the host organisation.
- If interns are likely to be exposed to confidential information during their internship, we encourage the host organisation to complete a Non-Disclosure Agreement with intern.

Tasks & Responsibilities

An intern's tasks and responsibilities should be discussed during the candidate assessment and interview phase. The discussion, facilitated by Pagoda Projects, should ensure that the prospective intern is satisfied as to the relevance of the work involved and that the host organisation is satisfied that the prospective intern will be capable of completing their tasks and responsibilities to an adequate level.

It is the prospective intern's responsibility to ensure the proposed tasks and responsibilities are likely to meet their own expectations and satisfy and requirements from their university, if the internship is an accredited aspect of their course.

The host organisation is responsible for providing an interesting experience for each intern.

Host organisations should hold regular feedback sessions to provide each party with a platform to give feedback and ensure that the internship is progressing as expected.

Learning Outcomes

Learning outcomes specific to the internship should be discussed prior to the commencement of the internship and analysed at upon completion. Pagoda Projects expects all interns to achieve the following learning outcomes:

- Improve understanding of the most widely-spoken language in the destination country
- Experience cultural differences, in particular working culture and etiquette
- Been provided with a platform to practice and improve their spoken foreign language skills
- Experience everyday life in and gain an insight into an organization overseas
- Completed tasks which allow the intern to put their theoretical knowledge into practice