

# **INSTITUTE OF DEVELOPMENT STUDIES**

## **Internship Programme**

The IDS seeks support from organisations in developing a post-graduation internship programme to ease its new graduates into the development job market. Every year the IDS produces 60-70 graduates from its Masters' programmes with excellent analytical and practical skills in development economics, gender and development, governance, participatory methods, social policy, and other areas. Not only are these graduates trained in the latest perspectives on development problems, but the IDS provides them with a basic set of analytical and writing skills that are applicable in development work. Most of these graduates also have prior operational experience in development work, and the combination of this experience and the training they have received at the IDS makes them extremely well-equipped for immediate application to a range of development work – whether this be in research, policy analysis or field operations. A 3-month internship (October – December) in a development work setting is intended not only give them an invaluable running start in the job market, but would bring a burst of new ideas, energy and commitment to an organisation.

IDS would expect host organisations to provide:

- challenging and stimulating work with opportunities to interact as widely as possible within the organisation;
- a designated supervisor who would ensure the intern is integrated within the life of the organisation at an appropriate level, and provides support to the intern as required;
- a clearly defined work programme and responsibilities, which fit with the expectations of all parties, and are discussed and agreed upon prior to the start of the internship programme;
- open channels of communication, maintained throughout the internship period, providing regular feedback on progress to both intern and manager;
- reasonable office space or a work station, telephone, office supplies and computer with internet access;

Arrangements for each placement vary, with some organisations being able to offer support and others not. The list below is suggestive, but we would also welcome internships from those organisations that cannot offer any financial support:

- Salary or honorarium
- Round-trip economy-class airfare or travel expenses
- Accommodation
- A daily stipend to cover cost of food, laundry and local transport
- A cash bonus upon successful completion of the research project or internship.

Listed below are suggested terms of reference which set out the responsibilities of the intern. These are generally tailored to the specific needs of the placement, but we include them here for information and guidance.

- Interns are required to observe the daily work schedule of the organisation;
- Interns must organise their own insurance prior to taking up the internship and send proof to the organisation;
- Interns are bound by the organisation's code of conduct as contained in the policy handbooks (e.g. sexual harassment, alcohol and drug abuse, etc.), or applicable legislation;

- Interns may be required to sign a written agreement regarding intellectual rights on written and researched materials produced as part of the internship programme. The undertaking states that the materials shall be the sole property of the organisation. The writer may use the information or data (provided it is not sensitive) with prior clearance and specific referencing.
- Interns should not expect the internship to lead to employment within the host organisation.

Proposals from organisations for internship placements are circulated to all students. It is helpful if the host organisation gives details of the internship, the necessary experience/qualification required and the duration. The CVs of interested students are then sent to the host organisation for consideration/selection. We are happy to provide guidance about setting up a suitable placement if required.

IDS will expect a report from the intern and from the host organisation reporting back on the intern's performance and the usefulness of the internship to the organisation.

If you have any questions or are interested in providing an internship placement, please contact the Alumni Officer, Paula Lewis on [P.Lewis@ids.ac.uk](mailto:P.Lewis@ids.ac.uk)