

THE LEAFLET INTERNSHIP POLICY AND PROCEDURE

1.1 Vision

- 1.1.1 The Leaflet should be known as a provider of an immersive Internship Programme for young students and recent graduates interested in law, writing and legal journalism.

1.2 Definition of Internship

- 1.2.1 Commitment to provide short-term supervised work experience usually related to a student's specific field of study or career aspirations.
- 1.2.2 The programme will combine practical work experience with a structured learning experience through specific briefs aimed at achieving identified objectives of the Organisation.

1.3 Key Objectives

- 1.3.1 The internship should fulfil the following objectives:
- (a) Provide research support to the Organisation.
 - (b) Write short legal pieces on areas of interest covered by the Organisation for publication in The Leaflet's website.
 - (c) Attract and develop a future talent pool.
 - (d) Provide Interns with the opportunity to participate in areas of the The Leaflet's activities in order to gain work experience.
 - (e) Create an opportunity for professional development for students and recent graduates and to empower young people to gain experience and prepare themselves for the labour market.
- 1.3.2 Due consideration should be given to ensuring:
- (a) Interns are adequately supported to ensure excellence;
 - (b) Continuous monitoring and evaluation are provided to ensure added value and enhancement of The Leaflet's reputation;
 - (c) Positive experience for Interns;

2 POLICY

2.1 Purpose

- 2.1.1 The purpose of the policy is to enhance the existing framework to continue to guide and give direction to the management of all Internship placements within The Leaflet.

2.2 Scope of application

- 2.2.1 This policy is applicable to all Interns at The Leaflet. The Internship Programme should not be confused with other forms of short-term attachments to the organisation, e.g. secondments and recruitment to temporary positions. The Internship Programme is also separate to The Leaflet's Campus Ambassador Programme which has different Terms and Conditions.

2.3 Policy Statement

2.3.1 Through this policy, The Leaflet will be committed to providing Interns with a quality experience that involves meaningful activities and the opportunity to learn and gain practical work experience in their chosen field of study and work. Interns will be provided with a clearly defined framework of participation and learning, and will be supervised by a suitable division staff member, who will monitor progress to ensure effective contribution and resolve any concerns of the Intern. Interns will not be considered as a substitute for staff, and will not normally represent the organisation in any official capacity, but through their work bring value-added to the organisation. Internship recruitment will be conducted through a transparent and competitive application and selection process.

2.4 Eligibility criteria

2.4.1 Under the Internship Programme, applicants will be considered based on the criteria below. All Interns must:

- (a) Be between the ages of 20 and 35 years of age;
- (b) Be enrolled in a university, or equivalent tertiary institution, or be a recent university graduate;
- (c) Have the right to reside and work in India for the full duration of the Internship. The Leaflet will not assist in applying for visas or altering the visa status of applications but will provide, where necessary, documentary evidence required for students under UK Immigration rules.

2.4.3 Students enrolled on first degree programmes should normally have completed two years of full-time study. Students pursuing post-graduate studies should be in the process of completing their degrees and wish to gain experience at The Leaflet in the field in which they are enrolled.

2.4.4 Priority may be given to Interns who are in the ultimate and penultimate year of study with experience in research, writing, legal journalism and online dissemination of news.

2.5 Application Procedure

2.5.1 All enquiries from prospective Interns should be advised to visit The Leaflet's website where the application process has been informed and specific Internship opportunities will be posted.

2.5.2 Unless specified, applicants should not forward copies of their diplomas and other important documents.

2.5.3 Prospective Interns submitting applications must state clearly and precisely on the application the specific internship for which they are applying, the skills and experience they expect to gain or develop during the period of Internship and the contributions they will make to the work of the Leaflet.

2.5.4 Only shortlisted candidates will be contacted.

2.6 Internship conditions

- 2.6.1 Internships will be for a period of not less than one month but not more than six months. It is anticipated that Interns would be available for a minimum period of 21 hours per week or three days per week. Interns may work for more or less than this minimum period, subject to the agreement with the Editor.
- 2.6.2 Interns may begin their Internships only after they have agreed to the terms of reference and terms and conditions of the Internship Programme. An Internship agreement will be issued on or before their commencement date.
- 2.6.3 An Intern is not considered to be a member of staff of The Leaflet.
- 2.6.7 No reports or papers may be published on the basis of information obtained by the Intern during the internship period without the prior written consent of The Leaflet.

2.7 Obligations of the Intern

- 2.7.1 The Intern will demonstrate willingness to participate fully and actively in the learning experience by planning their programme of work with their manager.
- 2.7.2 An Intern is required to conduct themselves at all times in a manner that will not be detrimental to the image and standing of The Leaflet.
- 2.7.3 The Leaflet reserves the right to terminate an internship without notice if the required standards of behaviour and code of conduct are not met.
- 2.7.4 An Intern is required to keep confidential all information including unpublished information made known to him/her during the period of Internship and must sign a confidentiality agreement prior to commencing work.

2.8 Obligations of The Leaflet

- 2.8.1 The Leaflet will provide the Intern with a conducive working environment and working space.
- 2.8.2 The Leaflet will review progress on performance and learning regularly, record such findings into the final Internship certificate.