



## Hosting interns Policy and Procedure

Future Worlds Center puts enormous value in sharing its enthusiasm, energy, know-how, experience, processes and procedures developed over the years with the rest of the world. Therefore, we invite individuals from around the world to come and spend some time in our organization. Since we follow a strict selection process, we strongly encourage those interested to start early, to study the philosophy, vision/mission, policies and procedures of the organization and to draft a well written justification letter explaining their interest and the way they think Future Worlds Center will benefit from hosting them.

FWC policy regarding the mentoring of our interns includes the following:

- Before accepting a new intern, associates must consult with their respective Head of Unit and to check the availability of office space and resources to avoid congestion; they should also inform all Heads of Units to make sure the skills of a potential intern match the current needs of the whole organization.
- Interns cannot be placed to workstations of Current Associates of the organization.
- Every intern has to be assigned a Mentor (preferably a Senior Associate).
- The mentor is in charge of agreeing and monitoring the schedule (working hours) and workload of the intern; the intern cannot be involved in tasks assigned by other associates without prior permission of the intern's mentor.
- The intern's mentor is responsible to follow-up the training of his/her intern, as well as to draft the Reference Letter at the end of the internship, which will however be signed by the Head of Unit and/or the Executive Director of the organization.

### Policy regarding interns remuneration

FWC has no funds allocated for interns. Most interns are financially supported through their sending organizations, third-party scholarships or their families. FWC is happy to support the process of an intern's application for financial support.

### Policy regarding number of interns and internship durations

FWC wishes to open its doors to as many young social entrepreneurs as possible. This is however not possible because an intern is not only an asset for the organization, but also a liability, both in terms of time attention required as well as financial costs incurred. We therefore rarely accept more than one intern per unit at the same time. Furthermore, interns are not encouraged to apply for durations shorter than 6 or ideally 12 months, because such applications are approved only under extraordinary circumstances.

### FWC policy regarding obligations of interns includes the following:

- FWC is not able to provide computers to interns; therefore every intern should bring his/her own laptop and use it during the internship.
- Every intern has to support Future Worlds Center Administration by dedicating 2 hours per day to execute administrative tasks (such as answering phones, dealing with clients, copying etc.) according to the instructions of the Administrator. No exception can be made.

#### Future Worlds Center

(legal reg.: Cyprus Neuroscience and Technology Institute)

Unit 1: New Media Lab - Unit 2: Development Education - Unit 3: Humanitarian Affairs

Promitheos 5, 1065 Lefkosia, CYPRUS. Tel. +357 22 87 38 20 Fax. +357 22 87 38 21

<http://fwcis.blogspot.com> <http://globalconnections.wetpaint.com> <http://developmenteducation.info>

<http://cnti.org.cy> <http://FutureWorldsCenter.org> <http://EUcitizenship.org>

<http://ucyvrok.wetpaint.com> <http://tech4peace.org> <http://Everybodys-Song.net> <http://CyberEthics.info>

<http://cy.youth4world.com> <http://multiculturalcyprus.blogspot.com>



Any Future Worlds Center Associate may respond to an incoming request for an internship. However, all requests must be communicated to:

1. Future Worlds Center Interns Liaison, who is the person in charge for this process and
2. Future Worlds Center Chair

### **Necessary Requirements**

The following are absolutely necessary requirements in order to accept anyone to make an internship at Future Worlds Center:

1. The Applicant wishes to spend at least 6, preferably 12 month with Future Worlds Center;
2. There is at least one Project Coordinator interested to serve as Mentor for the Applicant.

The first condition can be waived only with the support of at least two Board Members who will prepare a Mini Board Resolution.

### **Factors influencing the decision**

The Factors to consider before making a decision whether to accept an Applicant as intern are the following:

3. Country of origin and ethnicity; Future Worlds Center is a multi-cultural, multi-national organization;
4. How inspiring, detailed and complete was the letter sent to the Organization;
5. Whether the applicant understands that s/he will be responsible to work full time in order successfully complete agreed tasks

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# APPLICATION FORM

Applicant Information		
Last Name	First Name	Nationality
Street Address		
City	State	Postal Code
Phone	Cell Phone	
Email address:		
Areas of Interest		
Why are you interested in an internship in our organization?		
What specific experience would you like to gain through this internship?		
Please indicate which area interests you:		
<input type="checkbox"/> Development Education Unit	<input type="checkbox"/> Humanitarian Affairs Unit	<input type="checkbox"/> New Media Lab Unit
<input type="checkbox"/> Financial Department	<input type="checkbox"/> Office management	
Indicate the reasons of your choice:		
Education and work experiences		
Education:		
Work experience (internship, volunteer, stage):		
Personal skills		
Mother-tongue:	Other languages:	
Computer Skills/Software Used:		
Disclaimer and Signature		
<i>By submitting your application you acknowledge that you have read and understand our policy and rules</i>		
Signature:	Date:	

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