

Concept Interns

(Internships, Sabbaticals, Civilian Service, Blue Chips, Secondments.)

Adopted by the Board of Foundation 25 April 2010

This concept gives a frame, but an internship has to be defined in the process of offer and demand.

1	Basis	Globethics as network of participants, volunteers, staff, may hire interns for several months, for people with sabbatical, students, unemployed, 25 to 30 years old and/or retired.
2	Definitions	<p><i>Interns</i> (stagiaires, Praktikanten) work for Globethics for a limited time on a (basically) voluntary basis to support Globethics and for their education and enlargement of experience.</p> <p><i>A Sabbatical</i> is a study leave where the institution continues to pay the salary (not always the case) and the person is expected to enlarge knowledge/experience with specific research projects. It is limited in time (4 to 12 months).</p> <p><i>Civilian Service</i> instead of military service: 4-18 months, paid by the Swiss state, but organisation has to pay a substantial part (food, lodging etc.). Like employment.</p> <p><i>Blue Chips/Secondments</i> are offers where a company or organisation makes an employee available for Globethics for a limited period of time (2-12 months) for specific tasks in order to expand the experience of the person and know-how of the company/organisation in new fields.</p>
3	Tasks	The tasks have to be defined in a flexible way, dependent on the duration, period of the year, interest of candidates and availability of staff. Ideally, it is a specific project/part of a project in the frame of the annual program. In addition, all interns also have to participate in general administrative and organisational work. The chance of a small organisation is they get broader insights. Internships are possible as <i>Research Assistants, Administrative assistants, Fundraising, Technical and Website Assistants</i> .
4	Duration	Flexible. From 1 month (minimum) to one year (sabbatical). For short internships, the staff time investment from Globethics has to be balanced with the outcome. For Civilian Service, minimum of 4 months, normally 4-12 months, full time.
5	Qualifications	Master students, doctoral students, professors/teachers on sabbatical leave. Preferably with the background in ethics (philosophy and theology), but also other fields are possible.
6	Types	<p>a) Full time for the various indicated durations</p> <p>b) part time (e.g. retired, minimum half a day per week) (Other types of volunteers see separate concept)</p>

7	Age	<p>a) 23-35 for internships and civilian service (students, doctoral students)</p> <p>b) 35-60 normally for sabbaticals</p> <p>c) 60+ for retired or early retired persons</p> <p>d) 25-60 for Blue chips/secondments</p>
8	Remuneration	<p>Normally no remuneration (except expenses). Modest remuneration (not salary) can be considered a) if Globethics is absolutely interested in the intern to fulfill certain tasks, b) the sending institution demands it as a binding condition, c) the remuneration is paid by third parties (e.g. unemployment insurance), d) contribution to living costs such as public transport to workplace, e) in the regions to cover some costs.</p> <p>Expenses e.g. for travel in the name of GE are reimbursed (GE expenses regulation).</p>
9	Location	<p>a) In the offices of Globethics Geneva (3 workplaces exist)</p> <p>b) For regional interns in the focus region: has to be developed, great potential</p> <p>c) online internships? To be tested.</p> <p>d) exceptionally, e.g. for blue chips, workplace in the sending institution</p>
10	Adverts	The internships are advertised with job description
11	Decision	Discussion in Globethics team, final decision and contract by Globethics Director.
12	Supervision	Director is main supervisor, supported by staff according to tasks of the interns.