



WORK EXPERIENCE PROGRAM

Program guide



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What is the IAIA Work Experience Program?

The IAIA Work Experience Program allows members who complete specific projects of benefit to IAIA to be recognized through a) a certificate acknowledging the work, and b) the opportunity to include that project as professional work on their CVs.

The purpose of the program is to create value for both the organization and its members by enabling an opportunity for additional work to get done that supports the strategic plan of IAIA and also enhances the professional capacity of the participant who takes on the project.

Eligible projects are advertised on the IAIA website (iaia.org/work-experience-program.php), and are available only to IAIA members (including student members) in order to ensure that the program constitutes a member benefit.

Guidelines for appropriate projects

Ideal projects for the Work Experience Program are those that:

- Are time-delimited (expected to be between 20 and 80 hours in total).
- Are of high utility to IAIA.
- Require minimal time and supervision/direction to be executed.
- Are of low risk to both IAIA and to the participant (for example, a poorly-executed project should not jeopardize the reputation of IAIA).

Examples of suitable projects include the following.

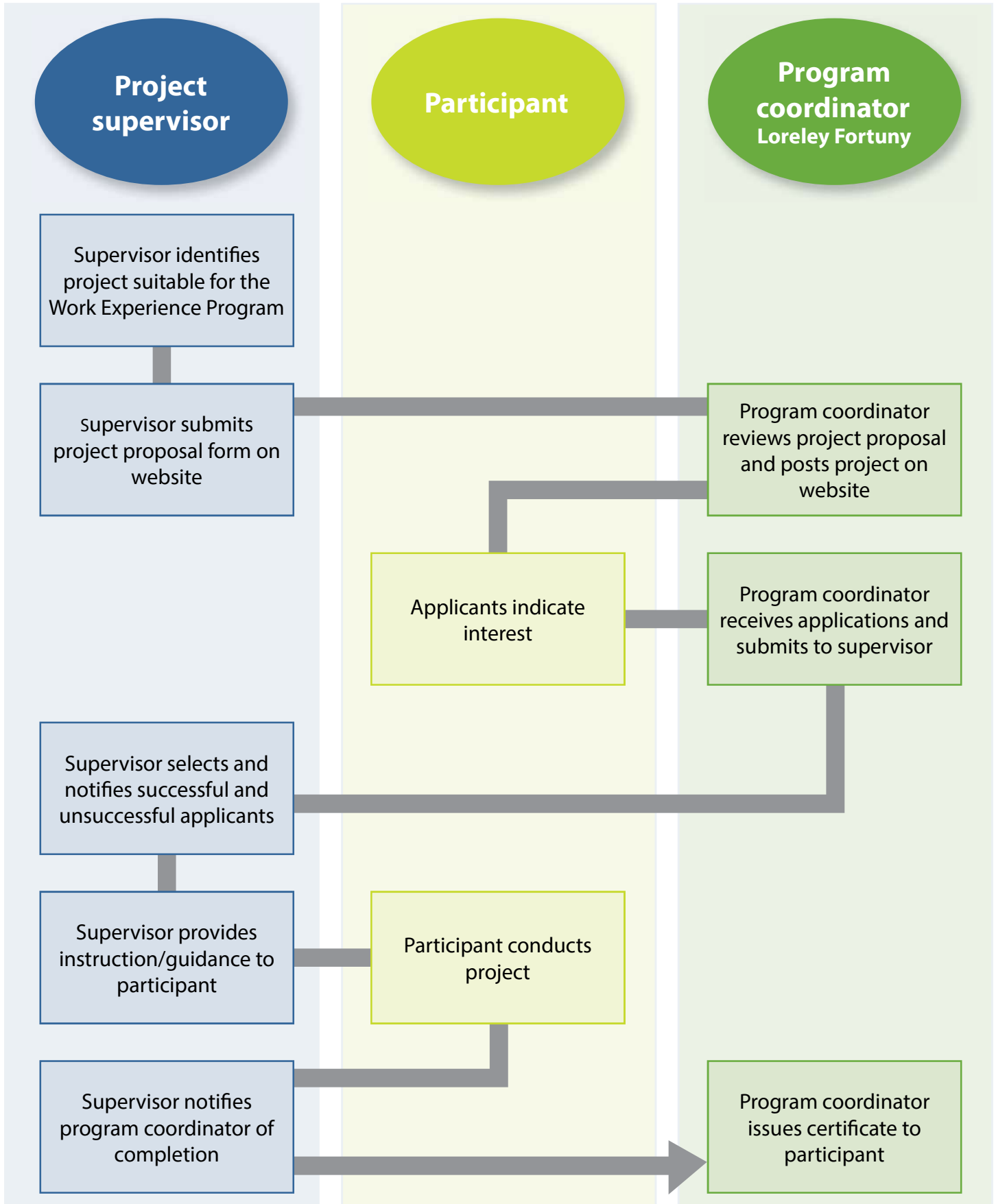
- **Data compilation and/or analysis.** For example, reviewing EAs filed in a particular jurisdiction over a particular time period to determine what proportion focused on a specific issue or employed a particular methodology.
- **Qualitative research.** For example, conducting surveys or interviews among a limited number of IAIA members or non-members on a particular topic and writing up the results for internal IAIA use.
- **Literature review.** For example, systematically identifying and collating publications on a topic of particular relevance to an IAIA Section.
- **Document translation.** For example, translating an existing IAIA publication into Spanish or Japanese.
- **IAIA representation.** For example, staffing/managing a table of IAIA publications at a conference or event in the participant's home location.
- **Member recruitment.** For example, identifying and registering 10 new members in a particular geographic location or across a specific demographic segment.

Overview of the process

Three people will be involved in any given project:

- a) The Work Experience Program coordinator
- b) The participant undertaking the project
- c) The project supervisor

The figure on the next page highlights both the general roles and the process of identifying and completing a Work Experience Project.



Role of the program coordinator

The role of the **program coordinator** is to ensure that the Work Experience Program runs smoothly and includes only appropriate projects. The role is currently held by **Loreley Fortuny (impact@iaia.org)**.

The program coordinator:

- Receives and reviews requests for projects to ensure that postings meet program guidelines and are appropriate and clearly written.
- Posts projects to the website.
- Receives applications from interested applicants.
- Verifies for the project supervisor that applicants are current IAIA members.
- Issues the certificate of completion to the participant once the project supervisor confirms that work has been completed.
- Ensures that the program operates efficiently and successfully through periodically evaluating the program.

Role of the project supervisor

The **project supervisor** is the person who is requesting the work to be done and who will act as supervisor to the participant undertaking the work. The project supervisor may be someone from IAIA HQ, or could be the chair or another member of a Section, Committee or Affiliate. The project supervisor:

- Identifies a project that would be useful and appropriate for the Work Experience Program.
- Prepares a project proposal (see the final page of this document) and submits it via the IAIA website.
- Reviews applications from interested applicants.
- Identifies a successful applicant and notifies all applicants of the outcome of their applications.
- Works directly with the participant to ensure appropriate completion of the project and to provide supervision and guidance as needed.
- Alerts the program coordinator when the project is finished so that a certificate of completion may be issued.
- May act as a reference for the participant, at the supervisor's discretion.

Role of the participant undertaking the work

Only current IAIA members are eligible to participate in the Work Experience Program.

Opportunities to participate in the Work Experience Program are open to all members of IAIA, and IAIA is committed to equal opportunity without discrimination on grounds of race, sex, religion, geographic location, political opinion or social origin.

Postings will include a list of skills required, which will be used to determine the best-qualified individual for the project. Applicants are expected to apply to postings for which they have an appropriate and sufficient skill set such that they can complete the project with a small amount of guidance and supervision.

IAIA members who are interested in applying for a project will complete the application on the website.

The participant who is chosen to undertake a Work Experience Project will:

- Complete the project to the best of his/her ability.
- Alert the project supervisor if the project scope changes or if it becomes apparent that the project cannot be carried out as described.

Work Experience Program Project Proposal Form

When a project has been identified that may be appropriate for the Work Experience Program, the proposed supervisor for that project must fill out the project proposal form for project supervisors on the IAIA website (iaia.org/work-experience-program). Information requested about the project:

- Project title
- Summary of project (approximately 25-50 words)
- Project supervisor/contact details
- Section, Committee, etc. for which this is being requested
- Estimated hours required to complete the project
- Purpose/background
- Detailed description of task and deliverables
- Skills required by applicant
- Any hard deadlines

The information submitted will be reviewed by the program coordinator to ensure that it aligns with the objectives of the Work Experience Program; and if appropriate, will be posted to the website.

Interested applicants will be able to access the information provided to help them understand the details of what is being asked.