

WORK EXPERIENCE PROGRAM

Role and responsibilities of the project supervisor

Within the IAIA Work Experience Program, the **project supervisor** is the person who identifies a project that could be carried out by the participant, and who agrees to act as a supervisor to the IAIA member undertaking the project.

The project supervisor may be someone from IAIA HQ, or the chair or another member of a Section, Committee or Affiliate.

As a potential project supervisor, you agree to:

- Identify a project that would be useful and appropriate for the IAIA Work Experience Program.
- Submit a project proposal via the IAIA website (http://www.iaia.org/WEPP_insert.php).
- Review applications from interested applicants. In selecting a candidate, you will give equal opportunity to all applicants without discrimination on grounds of race, sex, religion, geographic location, political opinion or social origin.
- Identify and notify the successful applicant (the “participant”).
- Notify unsuccessful applicants of the outcome of their applications.
- Work directly with the IAIA member to ensure appropriate completion of the project and to provide supervision and guidance as needed.
- Alert program coordinator Loreley Fortuny when the project is finished so that a certificate of completion may be issued.
- Act as a reference for the participant, at your discretion.

If your project proposal is accepted, as a project supervisor you will be expected to:

- Set up a project kick-off call with the participant to make sure that the project is completely understood, and to establish a work plan.
- Check in with the participant regularly to ensure that the project is going smoothly.
- Encourage the participant to contact you as needed to ask questions that clarify the work that needs to be done.

A note about the “adequacy” of project completion

Some projects may ultimately be intended to produce a document or other material that will be made public, for example, translation of an existing IAIA guideline, development of a case study, or assembly of a resource compendium.

IAIA has a high standard for documents that are produced using its name and logo. As the project supervisor, you must understand the distinction between a project that has been adequately completed by a participant under the terms of the Work Experience Program, and a document that is ready to be made public under the sanction of IAIA—and these are not necessarily the same.

For example, the Work Experience Project may ask for a document to be translated into Spanish. The participant will complete the project to the best of his/her ability. Once the participant has finalized the task, his/her job is complete, and a certificate of completion should be issued.

For full details about the IAIA Work Experience Program, please download the IAIA Work Experience Program Guide at iaia.org/work-experience-program.php.

However, it is up to the Section, Committee, or other entity that originally issued the project proposal to decide whether the completed project is of sufficient quality to publish at that point. Additional work may be required in order to get the document to a sufficiently high standard. This additional work may be done through an additional Work Experience Project, or by a Section chair or another participant.

Although additional work may be required, this does not necessarily mean that the participant who undertook the Work Experience did not complete his/her task. As project supervisor, you need to identify the point at which the participant finishes the Work Experience Project as assigned, so that a certificate of completion can be issued.