



Host Organization Responsibilities

For the internship to be successful, one person must accept the role of supervisor and mentor for the entire period of the internship. There must be regular review and evaluation. Interns should be exposed to as many different aspects of the work and activities of the host institution as possible. On the other hand, interns should not be treated as special guests. They are expected to work to the professional standards of the rest of the staff, to work the same hours and to accept the same degree of responsibility for their work.

Host organizations must provide the following assistance:

- Formulate a project (or series of smaller projects) that the intern can complete within the 12-week period.
- Provide for all project-related expenses, including out-of-pocket expenses that may be incurred by the intern during the course of the internship (such as transportation to and from the work site, film and photocopying costs, etc.)
- Arrange for housing for the duration of the internship (Note: interns pay for their housing out of their stipend).
- Monitor the intern and provide supervision on an on-going basis as would be done for a paid employee.
- Include the intern, whenever possible, in meetings, outings, or extra-curricular activities. An important aspect of the summer internship is meeting other preservation professionals and exploring the host country, its culture, and customs.
- Complete two evaluations (using forms provided by US/ICOMOS)

US/ICOMOS, in return, will:

- Provide four nights lodging for orientation and three nights lodging for final program in Washington, DC.
- Disburse to the intern a stipend over the course of the internship to cover basic living expenses.
- Attempt to solve any problems or difficulties that arise during the internship between the intern and the host organization.
- Provide basic supplemental life/accident insurance.
- Help ensure that the host organization formulates a project and/or a specific list of responsibilities for the intern, provide adequate supervision, provide for adequate work space, and provide for work-related out-of-pocket expenses, and provide local housing (paid for out of the intern stipend unless otherwise provided), and include the intern in preservation-related professional activities and events, help the intern learn the preservation system, philosophies, and practices of the host country and host organization, and include the intern in social/ leisure activities to learn about the culture of the host country.