



Southern Province  
Muhanga - Cyeza  
Phone:+250783714655/722714655  
Email:standtogether98@gmail.com

## ***STC INTERNSHIP POLICY***

**Rwanda**

**Muhanga - Cyeza**

**+250783714655.**

**www.standtogetherforchange.org**

standtogether98@gmail.com

**Contents**

WELCOME..... 3

1. INTRODUCTION ..... 4

    1.1. Purpose of the Internship Policy or framework ..... 4

    1.2. Our Vision and Mission for Internships ..... 4

    1.3. Who is this Policy for? ..... 4

2. Principles..... 4

    2.1. Stand Together for Change responsibilities:..... 4

    2.2. Our expectations of you as an intern: ..... 5

3. Internship Recruitment ..... 5

    3.1. Internship Agreements..... 5

    3.2. Induction and Training..... 6

    3.3 . Intern’s Voice ..... 6

    3.4. Recognition and reward..... 6

4. Records..... 6

5. Expenses ..... 6

6. Copyright, Intellectual Property and Photography ..... 6

7. Media Relations ..... 7

8. Problems..... 7

9. Monitoring and Evaluation..... 7

THANK YOU ..... 8

---



Southern Province  
Muhanga - Cyeza  
Phone:+250783714655/722714655  
Email:standtogether98@gmail.com

---

## **WELCOME**

### **Welcome to interning with Stand Together for Change!**

As an intern, you contribute your time, energy, and skills to support our cause as well as helping you develop proper knowledge and experience to fit in your work after school.

We appreciate your commitment to helping us deliver our programs and increase our capacity to impact the lives of children with disabilities and their families. We believe in fostering an inclusive environment where your contribution helps break barriers and promote equal opportunities for all.

NDEGEYA Sylvain

**Founder**

## **1. INTRODUCTION**

The purpose of Stand Together for Change is to empower and support children with disabilities from poor families. Our internship policy outlines how interns can help us build a more inclusive society where every child, regardless of ability or background, has access to essential resources and opportunities.

### **1.1. Purpose of the Internship Policy or framework**

This internship policy ensures that STC provides a structured and supportive environment for interns. It outlines how we manage the recruitment, development, and engagement of interns in a way that benefits both the organization and the interns. The policy also clarifies the expectations from both parties during the internship.

### **1.2. Our Vision and Mission for Internships**

Internships offer a valuable opportunity for individuals to apply their skills in real-world settings while supporting our programs in areas such as rehabilitation, education, family empowerment, and community engagement. Through internships, we aim to provide hands-on experiences that contribute to the personal and professional growth of young professionals.

### **1.3. Who is this Policy for?**

This policy applies to all interns who support STC by giving their time to roles agreed upon with the organization. The internship relationship is built on mutual learning and does not create the obligations associated with employment. Interns are unpaid but may receive reimbursement for agreed-upon expenses relevant to organization's activities.

## **2. Principles**

### **2.1. Stand Together for Change responsibilities:**

We are committed to ensuring that interns have a rewarding experience by:

- Matching skills and aspirations with appropriate roles.

- Providing training and support relevant to their role.
- Offering equal opportunities to individuals from diverse backgrounds.
- Promoting a friendly, inclusive environment that supports professional growth.

## **2.2. Our expectations of you as an intern:**

As an intern, you are expected to:

- Demonstrate reliability, professionalism, and enthusiasm in your role.
- Work in partnership with staff and other interns.
- Respect and adhere to STC's policies, including those on child protection or safeguarding, code of conducts, and confidentiality.
- Act responsibly and within the law, safeguarding STC's reputation at all times.

## **3. Internship Recruitment**

Interns are recruited through a transparent process to ensure diversity and inclusivity. Interested candidates may apply for roles that can be played in our NGO, one might have a referencing person or may have gone through our website or in response to specific needs within our programs. Interns are selected based on their skills, interest, and alignment with the organization's objectives.

Once we receive a copy of your completed application, a member of our team will get in touch by email and/or Skype call with more information on the specific opportunity.

When we discuss the role, we can decide together which opportunity best matches your interests and time availability and also our needs. Your help will be greatly appreciated in our discussions and really will make a difference.

### **3.1. Internship Agreements**

Interns will receive a role description and Internship framework will be received containing full information about their chosen area of work and a clear idea of their responsibilities.

### **3.2. Induction and Training**

Interns will undergo an induction that provides essential information about STC, our vision, and mission. Training will be tailored to the specific role and may include:

- An introduction to relevant policies and procedures.
- Access to ongoing learning opportunities to enhance skills during the internship.

Interns will be assigned a supervisor who will provide regular feedback, guidance, and support. The internship will include mid-term and end-of-term reviews to assess progress and ensure the intern is benefiting from the experience.

### **3.3 . Intern's Voice**

Interns are encouraged to provide feedback and suggestions on their experience. STC values input from interns to improve our programs and policies.

#### **3.4. Recognition and reward**

STC values the contributions of interns. To recognize their work, we offer:

- On-the-job training and skill development opportunities.
- A certificate of completion and a letter of recommendation upon successful completion of the internship.

### **4. Records**

TC maintains records on each intern, including their application, placement details, and evaluations. We handle personal information in compliance with our confidentiality policy.

### **5. Expenses**

Interns may request reimbursement for reasonable out-of-pocket expenses related to a specific project implementation.

### **6. Copyright, Intellectual Property and Photography**

Any original work produced during the internship, including research, writing, and design, will belong to STC unless otherwise agreed upon. We may use images of interns for promotional purposes but will respect requests for removal.

## **7. Media Relations**

Interns should not engage with the media on behalf of STC unless authorized. All media inquiries should be directed to the appropriate management staff.

## **8. Problems**

If any issues arise during the internship, interns should contact their supervisor. STC will make every effort to resolve any problems fairly and promptly.

If the contact person is unable to resolve the problem, they will refer the matter to the Executive Director and ultimately the Board of Management, with the permission of the intern.

## **9. Monitoring and Evaluation**

STC will systematically monitor and evaluate its internship program to ensure it meets the goals of the organization and the professional development needs of interns. The policy will be reviewed annually.

This is the internship Policy of Stand Together for Change

Signed \_\_\_\_\_

Position \_\_\_\_\_

THANK YOU

We appreciate everything you do. By donating your time you're helping to bring forward the day when vulnerable people in the poorest communities will be empowered.

**Rwanda**

**Muhanga - Cyeza**

**+250783714655.**

**[www.standtogetherforchange.org](http://www.standtogetherforchange.org)**

**standtogether98@gmail.com**



Southern Province  
Muhanga - Cyeza  
Phone: +250783714655/722714655  
Email: standtogether98@gmail.com



## INTERNSHIP AGREEMENT

Stand Together for Change and Volunteer Name \_\_\_\_\_,

From date of \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_ Have agreed on the following:

### Internship Agreement

- 1) The intern joins, based on personal motivation and without obligation or demand of monetary compensation, in order to support and realize the goal of Stand Together for Change as well as developing experience and knowledge to fit the work. The two parties have no intention to engage in an employment contract this time.
- 2) The intern will hold the position of/fulfil the role of \_\_\_\_\_  
\_\_\_\_\_ on behalf of Stand Together for Change.
- 3) The activities consist but not limited to those activities:  
\_\_\_\_\_
- 4) The intern is prepared to work for a non-specified time per week, time will depend on one's current schedule to work as a intern..
- 5) The intern is available on days that are announced in advance and shall inform Stand Together for Change well in advance when unable to attend.
- 6) Stand Together for Change must inform and guide the intern about the particularities of their tasks.
- 7) Stand Together for Change and volunteer agree upon a trial period of \_\_\_\_\_(Number) weeks/months/etc. After this time, both parties will mutually discuss to determine if the tasks of the volunteer will be extended. The evaluation of the trial period is a mutual responsibility.
- 8) The intern is aware that he/she will come across information of a confidential nature while performing the internship work and will therefore commit to keep this information confidential at all times.

Stand Together for Change dated:

The volunteer:

On behalf of the organization

Signature

signature:

Volunteer: Email, phone number: