

WORK EXPERIENCE PROGRAM

Role and responsibilities of the participant

Within the IAIA Work Experience Program, the **participant** is the person who applies for and is selected by the project supervisor to undertake that project.

The participant must be a current member of IAIA.

The participant is expected to:

- Contact the project supervisor to arrange for a kick-off call about the project.
- Maintain communication with the project supervisor throughout the course of the project to clarify the work and ensure that it aligns with the supervisor's expectations.
- 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.
- Complete an evaluation form at the end of the project.

When the project is finished, the participant will receive a certificate of completion from Work Experience Program coordinator Loreley Fortuny. At that point, the participant may also include the project on his/her CV. The participant may ask the project supervisor to act as a reference in a professional capacity; however, the supervisor is not obligated to do so.

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