



## INTERNSHIP POLICY

### Introduction

1. CALS is a public interest law organisation based at Wits Law School. CALS is also a law clinic, registered as such with the Law Society of the Northern Provinces. As such, CALS straddles the world of academia and social justice. CALS's vision is that of a society in which historical justice and social justice are achieved through strengthened state institutions and where the state and other powerful actors are held accountable by marginalised actors themselves.
2. At CALS we believe that the intersection of different cultures and perspectives is of enormous benefit in assisting us to achieve this vision. With this in mind, CALS offers a range of opportunities - apart from formal employment arrangements - for students, recent graduates and visiting researchers to participate in our work. These include our:
  - a. Internship Programme; and
  - b. Visiting Researcher Programme.
3. This policy document is intended to provide more information about the Internship Programme at CALS.
4. Since 2012, CALS has implemented a policy of providing internship opportunities for talented individuals who are committed to social justice with a particular focus on those who come from discriminated against and excluded sectors of South African society, other parts of Africa and the Global South.

### Goals of the Internship Programme

5. The goals of our Internship Programme are:
  - a. To promote the transformation of the social justice sector (which is inclusive of various professions including but not limited to law, humanities, management, commerce, science and social sciences)
  - b. To grow the social justice sector and contribute to the development of the next generation of social justice leaders;
  - c. To provide students and recent graduates with exposure to human rights work and social justice in practice in order to assist students and graduates in their early career decisions;
  - d. To provide an enriching opportunity for students and recent graduates that develops their skills and supplements their formal education; and
  - e. To enhance the quality of CALS' work by expanding both our capacity and perspective – this is achieved by recruiting interns from various disciplines.
  - f. To support CALS' staff (programmatic, facilitation and/or management teams) in achieving the strategic objectives of the organisation, in line with the vision of the organisation.

### Types of Internship

6. We accommodate a range of different kinds of interns:
  - 6.1 Full-time graduate interns (who typically work with us for between 3 – 12 months);

- 6.2 Full-time student interns (working over their holidays); and
- 6.3 Part-time student interns (working during the semester; these are usually students who have done really well in a fulltime, holiday internship and we then invite them to extend their internship into the semester in order to continue our relationship with them and further their development).

7. Although we do have a few international interns every year, our primary focus is on developing South African students, as well as candidates from the rest of Africa and the Global South.

#### Qualifications, skills and experience required

8. Amongst other things, we look for potential candidates who have most of the following:
- a. A passion for human rights work and social justice;
  - b. Sensitivity to the political, economic and social context in South Africa;
  - c. Ability to work with diverse communities in terms of language, culture, socio-economic status and belief;
  - d. Ability to speak isiZulu, isiXhosa, Setswana, Sesotho, Tshivenda, isiNdebele, siSwati, Sepedi or Xitsonga;
  - e. Well-honed research skills and writing ability;
  - f. The ability to work independently and meet deadlines under pressure; and
  - g. Experience working with communities or civil society organisations.
9. In line with CALS' commitment to interdisciplinary problem-solving, we accept applications from various relevant disciplines as set out in paragraph 5a above.

#### Responsibilities

10. The kinds of activities in which interns may be involved include:
- a. Research in support of CALS' work;
  - b. Drafting legal opinions;
  - c. Assisting with the preparation of court cases;
  - d. Providing input into draft policies and legislation;
  - e. Conducting field research in the communities with whom we work;
  - f. Assisting with preparation for and facilitation of community education workshops and community learning exchanges;
  - g. Providing administrative support to the project, facilitation and management staff at CALS;
  - h. Any other relevant work related to special projects and fundraising projects
  - i. Any other relevant work in line with CALS' strategic objectives
11. Every effort will be made to include interns as much as possible in the projects on which they are working. There may, however, be times when the sensitivity of a particular project/meeting, or the need for consistency of CALS personnel in client interactions, requires that interns do not attend a particular meeting or workshop.
12. Interns will be asked to indicate their areas of interest so that we can best match candidates to their preferred areas of work.

### Timing and duration

13. CALS accepts internship applications on a rolling basis and there is no set deadline for applications. Applicants are encouraged to submit applications as long in advance of their desired starting dates as possible.
14. Interns may work remotely or they are based at CALS and should preferably be with us for a minimum of 8 weeks.
15. Ideally interns should have coinciding start dates so as to allow for a co-ordinated induction to CALS.

### How to Apply

16. All applicants are required to submit:
  - a. A cover letter (indicating what dates you will be available and which areas of CALS' work you are most interested in);
  - b. A CV; and
  - c. An academic transcript.Please note that applications submitted without the required application materials will not be considered.
17. Please send your application to [Internships.cals@wits.ac.za](mailto:Internships.cals@wits.ac.za) with the subject line "Application". If you have a query, please send an email to the same email address with the subject line "Query".

### Remuneration policy

18. All interns who come from the Global North are not paid and are therefore required to source their own funding. CALS' policy is to provide a stipend to all other interns. However, please note that this is often not enough to cover full living expenses and is always subject to available funding.
19. We understand that this is a sensitive issue and we really do encourage interns to discuss the financial aspects of an internship with us if you need to, or should you need more information in order to make a decision on an internship offer. We really do understand that this aspect of the opportunity matters and is not in any way a reflection on a candidate's interest in the opportunity or commitment to this line of work, in fact often the reverse is true.

### Confidentiality

20. All interns will be required to sign a confidentiality agreement. This is a necessary requirement of the legal work that CALS does.

### Supervision and accountability

21. Overall responsibility for the internship programme rests with the Deputy Director. Day-to-day supervision of interns is done by the respective CALS staff members working in the programme (or project) in which the intern is placed. Our practice at CALS is for all intern supervisors to develop a structured workplan for interns to give you a sense of what projects and issues you will be working on and how to plan your time. These

workplans are compiled prior to the commencement of the internship but may be amended after consultation with the intern upon their arrival. The model of using workplans has arisen out of feedback from past interns and is designed to maximise the benefit of the experience for both the intern and for CALS.

22. The Deputy Director conducts reflection sessions with each intern during their internship. The purpose of such discussions is to assess the personal and professional growth of the intern, and to troubleshoot where there are concerns or issues.
23. In addition, CALS requires all interns to submit a report reflecting on their internship experience at the conclusion of the internship. These reflections are designed both to facilitate the growth of interns but also to provide feedback to CALS as we are continually striving to improve the Programme. We also ask each intern to provide a photograph of themselves for use on our website and in annual reports.