



AURORA

INTERNSHIP
PROGRAM



Working from Home Pack for Aurora Interns



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Congratulations on your internship as part of the Aurora Internship Program! We trust that this resource will serve as a supplementary guide to support you in your home-based internship during COVID-19.

The information below is not intended to be overly prescriptive but rather includes suggestions of what is preferable (where possible). We are aware that some of this is not new to you, however some of our interns have found it helpful to have the information all in one place.



Onboarding

Safe and Effective Work Environment:

Your Host may require you to complete our [Working from Home Checklist](#), or it can be used as an easy reference guide.

Insurance:

Aurora provides travel and personal accident insurance for all Interns and Aurora Hosts are responsible for providing professional indemnity and public liability cover for their interns.

Cyber Security

Please be really careful if you are using your own personal computer and information is lost (e.g. through computer malfunction, hacking or a virus), as such a loss may not be covered by your Host's insurance or your home/contents insurance. Check with your Host either way. Also, limiting risks by implementing cyber security practices is essential. Please refer to the ACSC list of new guidelines outlining 9 important but [simple cyber security practices](#) for people who are working from home.



Challenges

Be aware of the factors that can make remote internships especially demanding, like:

Lack of
face-to-face
supervision



Lack of
access to
information



Social
isolation



Distractions
at home





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Communication

Bearing in mind the challenges that home-based internships can present, we suggest the following:

Review the workplan with your supervisor at the start of the internship to ensure that you have a clear idea of the scope of the work, including confidentiality, timeframe and expectations.

Be engaged during your daily check-ins with your supervisor which will likely be a one-on-one or a team call. They are a forum for open communication and corrective feedback, so be open, respectful and receptive.

Establish the expectations for the frequency, means and ideal timing of communication with your supervisor and team, for example, video via Teams/Zoom for daily check-ins and IM for more urgent matters. If you are aware of the 'rules of engagement' you will find remote work becomes more efficient and satisfying.

Take part in opportunities for remote professional/social interaction which will hopefully be arranged by your Host, including zoom coffee/catch ups with your colleagues and attending weekly virtual office check-ins, so that you feel a part of the team. Aurora will also organise time for you to meet other Aurora interns on home-based internships online each week. *See you on Zoom soon!*

Don't hesitate to ask for support from your supervisor if you require technical assistance navigating new digital platforms or are having trouble accessing information.

Be transparent and communicate your anxieties and concerns with your supervisor and Aurora. Your Host should provide a safe channel of communication and corrective feedback, so that you can confidently take on any challenge with a sense of purpose and focus, and know that you are on the right track. Be sure to reach out to Aurora if you feel this is not the case, and for any further advice on how to navigate any stressful situations.

Should you need to contact the Internships team, please email us at internships@aurorafoundation.com.au





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Wellbeing

COVID-19 has created a lot of uncertainty and disruption, which can be challenging for maintaining good mental and physical health. Therefore, it is important to prioritise your wellbeing during your internship.

Make time to:

Walk



Read



Meditate



Get
dressed



Take
regular
breaks



For more advice check out our [Wellbeing while Working from Home info sheet](#)



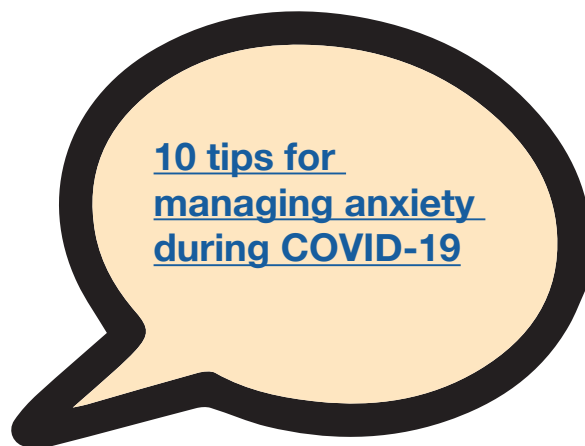
[My Compass](#) [Smiling Mind](#) [Workrave](#) [Downdog](#)

COVID

Speak up if you are feeling ill and use the [COVID-19 Symptom Checker](#) or call the **Coronavirus Helpline on 1800 020 080** to seek further advice.

Anyone can get tested, if showing symptoms by visiting a testing clinic in their area.

Other Aurora Resources



[10 tips for managing anxiety during COVID-19](#)

[Pre-departure Induction video](#)

[Handbook for interns](#)

[Handbook for interns \(Native Title specific\)](#)

[Hints and Tips \(by location\)](#)