

MIND Foundation Internship (and Volunteering) Expectation Management

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Dear prospective interns,

The group of people looking to work within MIND as volunteers and interns is large and grows continuously. The MIND Foundation offers everybody considering getting involved with MIND a few guidelines on what to expect and what not to expect when participating in our organization and projects.

This document shall clarify what we can do for you and what you can do for us. It aims to prevent misunderstandings and related frustrations.

1. Benefits of internships

An internship can build a network that supports your personal career goals. Further benefits are inspiration, refining skills, and working on a greater shared goal. Especially at the MIND Foundation, our overarching goals are inspired by humanistic values and the strive for improved mental health and human development.

There is much to gain from an internship at the MIND Foundation, such as to:

- Build a professional network
- Experience organizational structures
- Learn from experts
- Dive in psychedelic research
- Learn about psychedelic therapies
- Contribute to an emerging field
- (co-) author publications
- Hone academic skills
- Participate in research
- Impact public discourse

2. Respect organizational structures

Not only on the professional field, but generally in life, structures usually exist for a reason and while it is important to reflect upon them critically, it is also important to respect meaningful structures. The MIND Foundation is no exception, and our organizational, hierarchical, and communicational structures (both internally and

externally) were developed with care and good reason. When working with the MIND Foundation, make sure to respect our structures.

Intelligent, critical feedback, however, is welcome and can help refine organizational structures.

Expect strategic decisions in project or collaborations to be taken by the Board, the Directors and Project Coordinators in consideration of what is best to achieve our goals. We appreciate our interns' participation and suggestions, but it will not be possible to make larger decisions completely in alignment with individual requests and expectations.

Lastly, making yourself familiar with the office tools used at MIND is critical to successful participation as an intern. We expect prospective interns to have an open attitude towards the various apps, programs, and tools that we use to organize our work.

3. Code of Conduct

Be aware of the *Code of Conduct*, as it is binding for everybody working within the organization. Each new intern receives the document upon onboarding and is expected to read it and sign in agreement.

4. Internships are not paid

Internships are unpaid work provided by people who believe in a cause (vocation) or feel the urge to share their competences (even mere, unspecialized labor) for personal development and career advancement. Sometimes, internships are an obligatory part of a study program and are completed in exchange for study credit points (e.g., ETCS)

Whilst MIND cannot offer money in compensation for your time and efforts, interns get exclusive access to otherwise paid content by the MIND Foundation, such as module one of the *Molecules* program, webinars, workshops, and more.

5. Three weeks test period

Once a new MIND intern has been onboarded, experience taught us it is helpful to provide a three-week test period after which the intern's successful integration to the team will be assessed. The assessment helps us identify possible communications gaps, address and manage expectations and work routines, and give support in the participation in projects.

6. Internships and volunteering in MIND are not primarily social activities

We work towards our vision to build better mental health and support human development through psychedelic research and therapies. While it is very likely that

you will make friends among the many like-minded people in MIND, we don't consider ourselves a psychedelic social club (you might want to look up how we understand differences in organizations in the psychedelic field).

MIND is a professional, charitable research organization that relies on the sincerity and enthusiasm of all contributors to work with commitment towards our shared goals.

7. Tasks need to be done

Being given responsibility for a project or other assignment comes with the expectation to contribute substantially to the assigned tasks. Please be aware that if you accept a task, the team expects you to meet the agreed work targets and timelines. Make sure you understand what is expected of you and do not be afraid to ask if you have any uncertainties.

Apart from project work, interns at MIND are expected to assist in office management, which includes basic cleaning routines and a generally availability for office-related assignments.

8. Supporting growth and activities in the MIND Members Association

The MIND Members Association (MMA, Förderverein MIND Foundation) provides a democratic platform for members to shape the course of growth in the MIND Foundation. One of its goals is to develop into a hub for professional organizations of researchers, clinicians, and other professionals related to psychedelic research and therapies, which are the MMA [Professional Sections](#).

Interns at the MIND Foundation are expected to support activities in the MMA through contributions to our Professional Sections. Providing input to such meetings not only helps the development of the MMA but is an opportunity for interns to learn about important topics surrounding psychedelic research and therapies and to improve their skills in public speaking. MIND also provides a digital social platform for members and supporters to network and learn from one another. Please help actively to create these wonderful opportunities.

9. Talk to your Mentor & Director

In case of any difficulties or unclarities please talk to your mentor or department director, they are your main contact persons. If anything needs to be addressed in the larger group, feel free to get in touch with the MIND Board.

10. The meritocratic principle

There are no guarantees given that an internship can or will lead to a paid job in the MIND Foundation – given the large number of people doing internships, it is even

unlikely. Paid positions will be assigned to serve the development of the MIND Foundation in accordance with organization's needs and priorities: we are following a meritocratic principle.

11. Be proactive in solving problems

Conflict resolutions and a constructive culture of error: Please be proactive early enough when you are aware of developing conflicts and other tensions. In a diverse and spread-out organization like MIND, it is impossible for individuals to always keep track of all problematic occurrences – be proactive and help us solve problems by raising awareness early!

12. Don't postpone or drop relevant life decisions

Internship at MIND *should not interfere with your personal or professional development*. It would be unwise to postpone or drop relevant life decisions like job applications, examinations, postgraduate training or writing doctoral theses to support MIND, unless you very consciously decide to do so in awareness of the possible future consequences of your decisions.

13. Take care of your own needs

Interns self-care 101: Please be aware of your own needs and resources and make sure to make them known to the people you are working with in order to avoid dissatisfaction and possible burnout. If you realize you are over your capacity, let us know! Maintaining a healthy work culture is just as important as the work itself.

14. Off-boarding

Off-boarding: Internships are temporary. This is an entirely normal process to be integrated in our working procedures. If you decide to leave MIND or are asked to terminate your participation in the case of major incompatibilities, make sure to hand over your projects and responsibilities in a way that allows for other people to pick up where you have stopped.

Once an internship ends, the MIND Foundation offers alumni a one-year free MIND membership, which is a wonderful way to stay in touch and follow and contribute to the development of MIND and our goals.