

ATLANTA URBAN CORPS

INTERNSHIP ASSIGNMENT

30 Courtland Street, N.E.
Atlanta, Georgia 30303

1	COLLEGE Antioch College	2	DATE June 11, 1969
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4	NAME & ADDRESS Manny Berk Antioch Union Yellow Springs, Ohio 45387	5	INITIAL ASSIGNMENT
		6	REASSIGNMENT
			PART TIME
			SUMMER
		<input type="checkbox"/> A	<input checked="" type="checkbox"/> B
		<input type="checkbox"/> C	<input type="checkbox"/> D

7	AGENCY City of Atlanta	8	COORDINATOR Dan E. Sweat, Jr.	9	PHONE 522-4463 Ext. 280
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10	ASSIGNMENT NO.	11	NATURE OF ASSIGNMENT Summer Program Evaluation Intern To monitor summer program components and recommend changes as needed. Also to assist in the compilation of summer facts for final report and evaluation. Will require field work as well as inside desk work.
12	ADDRESS 209 City Hall Atlanta, Georgia 30303		

TO BE COMPLETED BY AGENCY COORDINATOR

13	STUDENT <input checked="" type="checkbox"/> ACCEPTED <input type="checkbox"/> DECLINED <input type="checkbox"/> UNACCEPTABLE	14	IMMEDIATE SUPERVISOR DAN SWEAT	15	SUPERVISOR'S PHONE 522 4463 ext 280
17	ASSIGNMENT (NAME OF CENTER) CITY HALL	18		ASSIGNMENT HOURS	19
16		18		FROM	TO
REMARKS		ASSIGNMENT ADDRESS		MON	8:30
				TUES	5:00
				WED	
				THURS	
				FRI	
				SAT	
				SUN	
20	STARTING DATE June 19, 69	21	SIGNATURE OF COORDINATOR Dan E. Sweat		

TO BE COMPLETED BY INTERN IF DECLINING ABOVE POSITION

I decline this assignment and wish to be reassigned because:

I wish to withdraw from the URBAN CORPS. (see item 5 on reverse)

DISTRIBUTION: WHITE, CANARY & GREEN - URBAN CORPS
PINK - AGENCY COORDINATOR
BLUE - INTERNS RECORD

AGENCY COORDINATOR

FORM UC-4 9/67 M-822278

INSTRUCTIONS:

TO URBAN CORPS INTERN:

1. This is your intern assignment. In accordance with your stated preference, you have been assigned to the position described in Box 11 on reverse side.
2. You MUST contact the COORDINATOR named in Box 8 immediately to arrange for an interview, at which time the exact nature of your assignment will be outlined.
3. Bring all five copies of this form with you to the interview. DO NOT SEPARATE THEM. At your interview, the agency coordinator will fill out Boxes 13 through 21.
4. The agency coordinator will retain the pink copy. You will remove the blue copy for your records. You MUST return the other three copies to THE ATLANTA URBAN CORPS, 30 Courtland Street, N.E., Atlanta, Ga. 30303.

IMPORTANT--NO PAYROLL WILL BE PROCESSED UNTIL THESE FORMS ARE RECEIVED BY THE URBAN CORPS OFFICE.

5. If, before the interview, you decide that you do not want this assignment, check space in Box 22 and state your reasons. If you wish to withdraw from the URBAN CORPS, check the space in Box 23. THEN RETURN ALL COPIES TO THE URBAN CORPS.

TO AGENCY COORDINATOR:

1. The intern who brings this form has been assigned to the specific position whose Assignment number appears in Box 10.
2. If you accept the intern for the assigned position, complete Boxes 13 through 21.
3. Retain the PINK copy for your records.
4. RETURN THE REMAINING FOUR COPIES TO THE INTERN.
5. If the intern is not acceptable or declines the position, check the appropriate space in Box 13 and return all five copies of the form to the intern.

NOTE:

If there are any questions regarding placement procedure, please feel free to call the URBAN CORPS at 524-8091 or write:

ATLANTA URBAN CORPS
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