

Henry  
de E. ...  
Godbold  
Ed Halpern  
Prince ...

THE ATLANTA SERVICE-LEARNING CONFERENCE

June - December 1969

524-8091

Inaugural Meeting

Urban Needs = Educational Opportunities

White House Motor Inn, Atlanta, Georgia

June 30 -- July 1, 1969



Monday, June 30, 1969

8:00 Registration

9:00 MORNING SESSION

Marcus J. Dash, Georgia Tech graduate student,  
Chairman

Welcoming statements by Mayor Ivan Allen, Jr.  
and U. S. Commissioner of Education James  
E. Allen, Jr. (read by Logan Salada, Office  
of Education)

9:30 "A Broad Approach to Rapid Transit"  
A case study presented by the Service-  
Learning Players

11:15 "Service-Learning in Action in Atlanta"  
An up-to-the-minute report chaired by Sam  
Williams, Director of the Atlanta Urban  
Corps, with reports by Tara Swartzel of Agnes  
Scott College, Don Nelson of Georgia Tech,  
Don Roe of C & S Bank and Charles Pyles of  
Georgia State College

12:15 LUNCHEON SESSION

Dean Edward Holmes, Emory University, Chairman  
Dora Skyeck, Emory University, presentation  
of speakers

"Youth Service and Education"  
Ed Ducree, Director of Upward Bound, Emory  
University and Arthur G. Hansen, President-  
elect of the Georgia Institute of Technology



2:00

AFTERNOON SESSION

Seminars on service-learning concept and program  
chairmen and room assignments:

James Austin, Ga. Municipal Assoc.	Room A
Robert Clayton, Spelman College	Room B
Calvin Cox, Atlanta <u>Constitution</u>	Room C
Robert Nelson, Peace Corps	Room D
Russell Williams, Atlanta University Center	Treaty Room

Refreshments available between 3 and 6 p.m. in  
the Gaucho Room

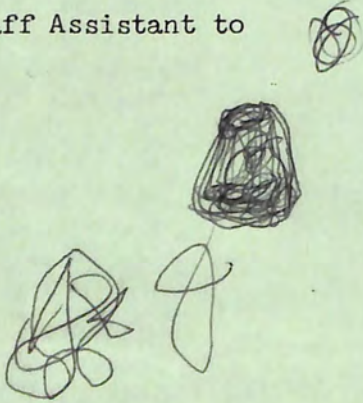
4:30

Informal Discussion in the Gaucho Room

6:00

DINNER SESSION

Robert Nelson, Peace Corps, Chairman  
Prince Wilson, Executive Secretary, Atlanta  
University Corporation, presentation of  
speaker  
Address by Lee Heubner, Staff Assistant to  
President Nixon



Tuesday, July 1

9:00

MORNING SESSION

Carl Wieck, Morehouse College, Chairman  
"Service-Learning and National Programs,"  
an exchange with Tom Houser, deputy director  
of the Peace Corps; H. Jeffrey Binda, execu-  
tive assistant to the director of Volunteers  
in Service to America; Paul Cromwell, special  
assistant to the director of the Teacher Corps;  
and Michael B. Goldstein, director of the Urban  
Corps National Development Office.

10:25 J. D. Kimmins, Peace Corps, statement on work  
group purposes and assignments

10:30 Coffee Break

11:00 Work Groups on components of service-learning

Service: Ross Coggins, VISTA Room A

Learning: Sally Cantor, Lake Forest  
College Room B

Curriculum: William Pendleton, Emory  
University Room C

Finance: Charles W. Moore and Charles  
H. Hamblen, Dept. of HEW Room D

Research: Tim Ryles, Georgia State  
College Treaty Room

Methods and Programs: William Allison,  
Economic Opportunity Atlanta Gaucho Room

1:00

LUNCHEON SESSION

William R. Ramsay, Southern Regional Education  
Board, Chairman

Brad Currey, Trust Company of Georgia,  
presentation of speaker

"Needs of Urban America," William Allison,  
Deputy Administrator, Economic Opportunity  
Atlanta

2:30

adjournment

2 PM



April 8, 1969

MEMORANDUM

To: Concerned Parties

From: Sam Williams, Staff Director, Atlanta Urban Corps

Subject: Urban Corps Status

Tuesday, April 1, Sam Williams assumed position of Urban Corps staff director, salaried by Southern Regional Education Board and "loaned" to the Atlanta Youth Council.

Most of the first week was spent in taking inventory of various phases of the Urban Corps. The most immediate problem is finance. A small administrative fund was donated by SREB and Dan Sweat, Assistant to the Mayor. Present inventory of work study funds available this summer for Urban Corps is 138 student positions at 80% cost. All of these are not firm commitments. VISTA will finance 25 interns at full cost. Mr. Bill Ramsay and Charles Sweet are visiting financial aid offices of Atlanta colleges in an effort to "squeeze" more off-campus work study funds free. Fund raising from private sources is under way with no results as yet. A businessmen's luncheon is scheduled for April 29 in an effort to get fund commitments. A fund raising group has been established under the leadership of Bill Adams of Georgia Tech.

Definition of job openings is under way. It appears that the city can accept at least 100 students. Definite job slots will be defined the week of April 11 in city departments. City financing and administration will be explained in a meeting of department heads April 8. A city intern developing team will visit each department during the week.

Internship development of non-federal non-city agencies will begin April 8. Initial contacts and requests for 158 interns from these agencies has been handled by Terry Allen. Student teams will more clearly define each intern request during the next two weeks and hopefully make new contacts in other agencies.



# CITY OF ATLANTA



April 4, 1969

CITY HALL ATLANTA, GA. 30303

Tel. 522-4463 Area Code 404

IVAN ALLEN, JR., MAYOR

R. EARL LANDERS, Administrative Assistant  
MRS. ANN M. MOSES, Executive Secretary  
DAN E. SWEAT, JR., Director of Governmental Liaison

## MEMORANDUM

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Page Two  
April 8, 1969

Federal agencies have agreed to participate as much as possible. One hundred of their summer interns will attend Urban Corps orientation meetings and our development teams will visit federal agencies to help them in choosing certain intern slots. Federal interns will be chosen and placed by federal agencies by merit of their civil service examination scores. Cooperation this year is hopefully aimed at some placement system of Urban Corps interns in future years.

Joe Kimmins has been loaned part-time from the Peace Corps Regional Office and will be assisting on intern development. Diane Wilson, a Spelman graduate, has been hired fulltime to assist in internship development. Russ Caldwell will work part-time in program development and is on loan from the Georgia Municipal League. Fulltime secretaries are badly needed.

Urban Corps offices will open the week of April 11. The address will be 30 Courtland Street, Atlanta, Georgia 30303. The telephone number is 525-2662. We hope to have someone manning the phones by Monday, April 14. Calls are presently being handled through the Youth Council at 522-4463, Ext. 437.

Student recruitment will begin through financial aid offices in each college the week of April 18. Mayor Allen will make a formal announcement of the city's participation April 9 in a press release. Brochures describing the Urban Corps and student application forms will be printed the week of April 11.

The Board of Trustees will meet April 18 to elect 8 people to the Executive Board and to pass resolutions and approve minutes so the IRS will grant us a tax exempt status for donations.

Exact estimates on number of interns is impossible at this time. No work beginning date has been set. The most important fact is that the Urban Corps is alive and struggling to get on its feet.

Large thanks to: Bill Ramsay, SREB  
Dan Sweat, City Hall  
Rich Speer, Georgia Tech  
The Atlanta Constitution  
and an endless list

This memo is not for publication.

SW:fy



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*to elect 8 people to the ~~Board of Directors~~ &*

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  - The Atlanta Constitution
  - and an endless list

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SW:fy

*and*  
*X Student application forms will be printed the week of Ap 11.*



Des

John Cox

Terry Allen

Calvin Cox, Atd Const

~~Mayor Allen~~

Mayor Allen

Bill Ramsay, SREB

Bob Nelson, Peace Corps Regnd off

Harry West, Fulton Co Govt

Bill Allison, E.O.A.

Dean Alex Lacey, Ga. St.

5 file

The Atlanta Urban Corp is a cooperative program for bringing bright, motivated young people into an intimate involvement with Atlanta's municipal government and inter-city problems. The primary emphasis is aimed at interim employment of college students in Metropolitan government positions and in non-profit agencies.

Available jobs range from administrative posts in city government to social involvement in inter-city communities. The program offers a service-learning experience that acts as an extension of the student's college education by exposing him to "real life" problems by offering him a chance to temper idealism with actuality.

Internships provide not only a source of funds for the student, it is also an educationally relevant experience that simultaneously serves the city and its people.

The Urban Corps is administered by participating agencies and Atlanta's college students. It is funded mainly by the Federal Work-Study Program through participating colleges. Students that are financially eligible are funded 80% by their colleges and 20% by the employing agency. Atlanta businessmen and foundations contribute funds for administration and interns not eligible for work-study funding. The program is staffed almost entirely by students.

Employing agencies include: the City of Atlanta, Fulton County Government, DeKalb County Government, Southern Regional Education Board, VISTA, Southwest YMCA, Grady Hospital, Atlanta Library, Boys Club, and others.

Students eligible for the Urban Corps include entering freshmen through graduate students. Interested students should contact their Student Government Office or apply directly to Atlanta Urban Corps, 30 Courtland Street N.E., Atlanta, Georgia 30303. Telephone: (404) 525-2662.

Mayor Ivan Allen says of the Urban Corps:

"Our young people and our cities can no longer afford to be strangers. The Urban Corps offers students a chance to be in the mainstream of Atlanta's problems and potentials."

*add atlanta area colleges participating,*



ATLANTA URBAN CORPS

- I. Block Responsibilities of Program
  - A. Job Slot Development
    1. City of Atlanta
    2. Non-Federal, Non-City Agencies
    3. Federal Establishment
  - B. Financing
    1. Student Financial Aid Officer
    2. Private Fund Raising
  - C. Student Recruitment (Atlanta Area Only)
    1. Applications available via student government and student centers on each campus.
    2. Collection Point
    3. Screen with local S. F. A. officer
      - a. Financially eligible for C.W.S.P. funds.
      - b. Non-eligible students.
  - D. Placement
    1. Committee representing students and agencies.
  - E. Orientation of Interns
    1. Advance Correspondence
    2. Orientation Seminars
  - F. Publicity
    1. Mail and News Media
  - G. Educational aspects
    1. Professional college contacts
    2. Development for extended service programs and career possibilities.
  - H. Grievance Procedure for Intern and Agency
    - A. Board of Trustees final grievance step
  - I. Job Evaluation during Employment Period
    - A. Complete report on jobs, assignments and procedures for future reference.

April 9, 1969

Questions that Need Answers for Urban  
Corps to Function by June 16, 1969  
(Nine weeks away)

1. Role of Board of Trustees (for summer 1969 program)
2. Role of Board of Directors (for summer 1969 program)
3. Who appoints above Boards?
4. Role of College Relations Board.
5. Role of program or staff director and student director.
6. Clear definition of responsibility for development, recruitment, placement, publicity, evaluation, and fund expenditures.
7. Legal limitations of "incorporation papers" on any of the above.
8. Who sets policy for this year's program.
9. Flexibility for reorganization after first year experience.

April 17<sup>th</sup>  
3:00 PM  
Wilby Room.



Alison

Bill

Rave  
wally

Max

Pick

Key



# CITY OF ATLANTA

DEPARTMENT OF FINANCE

501 CITY HALL

ATLANTA, GEORGIA 30303

April 2, 1969

CHARLES L. DAVIS  
DIRECTOR OF FINANCE  
EDGAR A. VAUGHN, JR.  
DEPUTY DIRECTOR OF FINANCE  
GEORGE J. BERRY  
DEPUTY DIRECTOR OF FINANCE

Mr. John W. Cox  
Executive Director  
Atlanta Children & Youth Services Council  
1201-B City Hall  
Atlanta, Georgia 30303

Dear John:

Reference is made to your letter of March 21, 1969, and Mr. William R. Ramsay's letter of March 19, 1969, relating to the contribution by the Southern Regional Education Board to the Urban Core and other matters. As I discussed with you, it would be essential that we have a complete list of all interns being employed under the summer program together with such information as to which interns will be working under a work assignment (financed 80% federal and 20% locally) and which of the interns will be working 100% City.

When this material is received together with work descriptions and an overall budget, a determination can be made as to whether or not any or all of the seventeen interns mentioned in your memo can qualify for the Southern Regional Education Board requirements for the \$20,000 contribution.

I will be more than happy to assign someone of my staff to work with you, Mr. Ed Farrow, and others in developing this material.

Sincerely,

Charles L. Davis  
Director of Finance

CLD:dhf  
cc: Mr. Dan Sweat  
Mr. Ed Farrow



April 10, 1969

MEMORANDUM

To: Mr. Ralph Hulsey

From: Dan Sweat

The Summer Urban Project Outline by your department is very encouraging. It certainly indicates that much thought has been given to some real needs of the department which cannot be met with day-to-day regular personnel.

I feel that student interns through the Urban Corps could provide a real service in this area.

I hope that we can get other departments to thinking this progressively.

DS:fy



JOHN EVANS - GA TECH STUDENT EMPLOYED BY US ON A PART  
TIME BASIS WILL HEAD OUR PROGRAM - EXT 243

ATLANTA SANITATION DIVISION  
SUMMER URBAN PROJECT  
1969

PLAN FOR SETTING UP PROGRAM:

- 1) GATHER A LIST OF INFORMATION WHICH IS TO BE STUDIED, COMPILED, AND RESEARCHED.
- 2) PREPARE GENERAL PLAN FOR LOCATING EMPLOYEES, OUTLINING DUTIES, AND AN EFFICIENT SYSTEM OF REPORTING PROGRESS.

WHAT WILL BE THE OBJECTIVES OF THIS PROGRAM?

- 1) AT THE CONCLUSION OF THE SUMMER'S ACTIVITIES, WE HOPE TO PROVIDE THE DEPARTMENT WITH A SUMMARY IN BOOKLET FORM (WITH CONTENTS AND INDEXED) OF EXACTLY "WHAT THE SANITATION DIVISION DOES" AND POSSIBLY SOME SUGGESTIONS AS TO HOW SPECIFIC AREAS MIGHT BE IMPROVED. SOME TOPICS UNDER CONSIDERATION ARE:

COST SCHEDULES: FOR EXAMPLE: COST PER TON GARBAGE BURNED; COST PER TON COLLECTED DAY; COST PER TON COLLECTED NIGHT; COST PER ROLLING STOCK MILE; COST PER VEHICLE ACCIDENT; COST PER INJURY DAY LOST; COST VERSUS OVERTIME PRODUCTION; ETC..

ANALYSIS OF PROPOSED INVENTORY SYSTEM: STUDY INTO A PERPETUAL INVENTORY.

ANALYSIS OF REPORTS AND RECORDS: POSSIBLY CREATING MORE EFFICIENT RECORD SYSTEM AT SUBSTATIONS AND INCINERATORS; REVIEW OF DAILY REPORTS, MONTHLY REPORTS, ETC..

TIME AND MOTION STUDIES: FOR EXAMPLE: BACK YARD PICK-UP V. CURB PICK-UP V. CONTAINER LIFT; ANALYSIS OF WASTED TIME IN ORGANIZING GARBAGE AND STREET CLEANING CREWING IN THE MORNING; ASSISTANCE TO MR. BRIGMAN IN APARTMENT SURVEY.

ANALYSIS OF ACCIDENTS AND SAFETY TRAINING: DETERMINING WHAT CAUSES ACCIDENTS AND WHAT TYPE OF ACCIDENTS FREQUENTLY OCCUR IN THE DEPARTMENT. SURVEY INTO THE POSSIBLE ASPECTS OF A TRAINING PROGRAM FOR NEW DRIVERS.

PERSONNEL RESEARCH: INVESTIGATION INTO NEW SOURCES OF MAN-POWER; INCENTIVE PROGRAMS FOR EMPLOYEES.

- 2) THE SECOND REALM OF THE SUMMER URBAN PROJECT WILL BE TO DEAL WITH THE ATLANTA COMMUNITY ITSELF WITH THE GOAL OF IMPROVING LIVING CONDITIONS THRU SANITARY HABITS. THIS WILL INCLUDE CAMPAIGNS AGAINST LITTERING, PERSONAL CONTACT IN SLUM AREAS, AND OTHER RELATED PROGRAMS.

WHAT RESOURCES WILL BE NEEDED FOR THIS PROJECT?

ASIDE FROM THE BASIC SALARIES OF EMPLOYEES, SUPPLIES AND EQUIPMENT WILL BE RELATIVELY SMALL. HOWEVER, A FEW BASIC ITEMS WILL BE NECESSARY FOR AN EFFICIENT CONTROL OF OPERATIONS AND ACCURATE REPORTING. NECESSARY ITEMS WILL INCLUDE:

- 1) PREFERABLY, A LOOSE LEAF NOTEBOOK FOR EACH EMPLOYEE SO HE MAY LOG DATA AS IT IS FOUND; AND NECESSARY OFFICE SUPPLIES SUCH AS PAPER, PENCILS, ETC..

- 2) SOME MEANS OF TRANSPORTATION WILL BE NECESSARY TO OVERSEE OPERATIONS IN THE VARIOUS LOCATIONS OVER THE CITY; ALSO, THE CREWS IN CHARGE OF PUBLIC RELATIONS WILL NEED TRANSPORTATION TO CARRY THEM TO THEIR SITE OF OPERATION.



## PROPOSED SUMMER PLAN

### Proposed Job Requirements:

Minimum age of 20.

Completed two years of higher education at an accredited college or university. Desirable fields of study: Business Administration, Industrial Engineering, Industrial Management, Accounting, and other fields related to engineering or management. Minimum grade point average of 2.0 (C).

### Proposed Duties to Include:

1. Time and motion study
2. Inventory accounting
3. Accident and safety training program
4. Personnel management and recruiting
5. Cost surveys
6. Miscellaneous

### Proposed Disbursement of Employees:

<u># Personnel</u>	<u>Location</u>	<u>Description of Duties</u>
1	Main Office	Preparation of daily reports and other general office duties.
3	Liddell Dr. Madcox Park Hill Street	General survey of garbage and street cleaning operations; review of report forms and records systems; motion study regarding wasted time at stations.
1	Substations	Personnel assistance, including training of new employees, investigation into new fields of recruiting.
2	Hartsfield Mayson Inc.	Research into more accurate recording of tonnages and costs associated with disposal of pertrusable rubbish.
2	Special Ser.	Assistance to Mr. Bridgman in time study, apartment container service, etc..
4	Mobile	Crew to deal in public relations, i.e. civic sanitary programs, public awareness, etc..
2	Hunter (Night)	Investigation into activities on night crews and related reporting.
2	Mobile	Improve the residents satisfaction with the garbage collection services offered by the Sanitation Division.



ATLANTA SANITATION DIVISION  
SUMMER URBAN PROJECT  
1969

NAME \_\_\_\_\_ AGE \_\_\_\_\_ DATE TODAY \_\_\_\_\_  
 COLLEGE ATTENDING \_\_\_\_\_ CLASS STANDING \_\_\_\_\_  
 MAJOR FIELD OF STUDY \_\_\_\_\_ GRADE AVERAGE \_\_\_\_\_

HAVE YOU HAD COURSES IN:	<u>YES</u>	<u>NO</u>
ACCOUNTING	_____	_____
COST ACCOUNTING	_____	_____
STATISTICS	_____	_____
TIME & MOTION STUDY	_____	_____
LABOR RELATIONS	_____	_____
PUBLIC RELATIONS	_____	_____
PUBLIC SPEAKING	_____	_____
TECHNICAL WRITING	_____	_____
ORGANIC CHEMISTRY	_____	_____
BIOLOGY	_____	_____
PSYCHOLOGY	_____	_____

DO YOU PLAY A MUSICAL INSTRUMENT? \_\_\_\_\_  
 IF SO, WHAT? \_\_\_\_\_  
 CAN YOU TYPE? \_\_\_\_\_  
 ARE YOU ACCURATE WHEN WORKING WITH FIGURES? \_\_\_\_\_

INDICATE AREAS IN WHICH YOU ARE PARTICULARLY INTERESTED:

\_\_\_\_\_ TIME AND MOTION STUDIES FOR THE IMPROVEMENT OF EFFICIENCY.  
 \_\_\_\_\_ ORGANIZATION OF A PERPETUAL INVENTORY SYSTEM.  
 \_\_\_\_\_ BETTERING OF COMMUNITY STATUS THRU MORE SANITARY LIVING.  
 \_\_\_\_\_ RESEARCH IN DEVELOPEMENT OF PERSONNEL OPPURTUNITIES.  
 \_\_\_\_\_ OTHER--WHAT? \_\_\_\_\_

DO YOU CONSIDER YOURSELF ESPECIALLY QUALIFIED FOR ONE OF THESE AREAS OF WORK AND IF SO WHY? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

ARE YOU INTERESTED IN IMPROVING THE LIVING CONDITIONS OF THE SLUM COMMUNITY OF ATLANTA? (i.e. MODEL CITIES PROGRAM) \_\_\_\_\_  
 \_\_\_\_\_



LIST BELOW YOUR PREVIOUS EMPLOYMENT OCCUPATIONS WITH A BRIEF DESCRIPTION OF WHAT DUTIES YOU HAD. (OTHER THAN MANUAL LABOR)

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HAVE YOU EVER HAD ANY EXPERIENCE WITH THIS SANITATION DEPARTMENT OR ANY OTHER? \_\_\_\_\_

WHEN YOU APPLIED FOR THIS POSITION, DID YOU HAVE ANY PRECONCEPTION AS TO WHAT KIND OF WORK YOU WOULD BE INVOLVED IN? \_\_\_\_\_  
IF YES, WHAT? \_\_\_\_\_

April 2, 1969

MEMORANDUM

To: Mr. Earl Landers

From: Dan Sweat

This is to request that you authorize a transfer of \$1,000 out of the Stern Family Fund account to the Atlanta Children and Youth Services Council for use in the administrative organization of the Urban Corps Program.

This is in keeping with the intent of the Stern grant and is an area where it is vitally needed at this time if the Urban Corps is to succeed.

DS:fy



# ATLANTA URBAN CORPS

30 COURTLAND STREET, N.E. / PHONE [404] 525-2662 / ATLANTA, GEORGIA 30303

## Board of Trustees

The Atlanta Urban Corps Board of Trustees shall be composed of the outstanding leaders from the student, educational, business and government community in metropolitan Atlanta, including the following:

Student Body President from Atlanta area colleges participating in ~~the~~ Atlanta Urban Corps.

College Presidents from Atlanta area colleges participating in the Atlanta Urban Corps.

A representative designated by the following agencies; E.Q.A. City Govt. of Atlanta, DeKalb Co. Govt., Fulton Co. Govt., Regional ~~Director~~ <sup>Chairman</sup> Coordinator of Student Financial Aid, Community Chest, Federal Executive Board, Peace Corps, VISTA, Atlanta Constitution, Atlanta Journal, Atlanta Children and Youth Council, City Personnel Dept., and others deemed necessary by a majority of the Board of Trustees.

Program Director, Student Director, College Relations Board Chairman  
Members of the Executive Board.

The term of membership <sup>of an individual</sup> on the Board of Trustees shall be as long as ~~he~~ ~~holds~~ he holds one of the above elected or appointed positions.

? ~~and above~~

Print on number?

dir of agencies utilizing 5 or more interns or their designees  
or " ~~base~~ or other sources sponsoring 2 or more interns.

The Board of Trustees shall advise the Executive Board of the Atlanta Urban Corps on the overall development of the college internship program. Members of the Board of Trustees are free to attend all meetings of the Executive Board and to make all pertinent recommendations to the Executive Board as it deems desirable. The Board of Trustees shall be the ultimate policy making body of the Atlanta Urban Corps.

The Board of Trustees shall elect <sup>43</sup> three non-operational professionals to the Executive Board, ~~that shall meet the requirements for membership on~~ *that shall include 7 rep of Atlanta area participating college financial aid officers, 1 educator & 1 at large* said Board. ~~Said non-operational professionals shall be automatically a member of the Board of Trustees.~~ It shall also approve the appointment of

*Program*  
the ~~asst~~ Director of the Atlanta Urban Corps. The Board shall also elect a chairman of the Board of Trustees from its membership and said person shall neither be a student nor a member of the Executive Board.



ATLANTA URBAN CORPS EXECUTIVE BOARD

Student Director - *ex officio*

Student-At-Large

*Student at Large*

Student-At-Large

Student-At-Large

*Program*

~~Staff~~ Director - *ex officio*

Professional-At-Large

Professional-At-Large

Professional-At-Large

*Prof at Large*

~~Chairmen of the Board of Trustees~~ ~~Ex-Officio Member~~

*Rep of SFA officers of participating Atlanta colleges*

The Executive Board shall be responsible for operational policy that shall be carried out by the Staff Director. Personnel involved in day-to-day responsibilities shall ultimately report to the ~~Staff~~ <sup>Program</sup> Director. The Student Director shall work ~~as~~ closely ~~as possible~~ with the Staff Director in carrying out these responsibilities.

*All members of the exec board will auto be members of the Bd of Trustees.*

4

RESPONSIBILITIES OF EXECUTIVE BOARD  
OF ATLANTA URBAN CORPS

The Board has responsibility in the following areas:

1. The Board shall approve all Internship developments and shall determine the areas of Internship. It shall approve all new project areas for Internships.
2. The Board shall re-evaluate all Internships and remove or reassign Interns as it deems necessary upon recommendation by the Personnel Committee.
3. The Board shall maintain financial control over funds appropriated to the ATLANTA URBAN CORPS. Administration of said funds shall be the responsibility of the Staff Director.
4. The Board shall act as an appeal grievance board for all parties in the ATLANTA URBAN CORPS, including both Student Interns and the departments or agencies to which Interns are assigned.
5. The Board shall determine all policies regarding public relations and information releases.
6. The Board shall determine all educational policies of the ATLANTA URBAN CORPS upon recommendation of the Education Director.
7. The Board shall determine the policy concerning the placement of Urban Corps Interns in agencies.
8. The Board shall assume all responsibilities not herein specified that are deemed necessary to assure the success



5

of the ATLANTA URBAN CORPS.

9. All of the Executive Board policies and decisions are subject to review by the Board of Trustees as the Board of Trustees deems necessary.

GENERAL OFFICE

Personnel

Staff Director  
Student Director  
Other Professional Staff

- I. Secretarial: (4)
  - (1) Secretary
  - (1) Assistant Secretary
  - (1) Clerk
- II. Payroll: (3) (June - August)
  - (1) Fiscal Director
  - ~~(1) Fiscal Assistant~~
- III. Internship Development: (4)
  - (1) Internship Development Director
  - (3) City, Federal, ~~Non-Federal~~ *extra-city*
- IV. Student Recruitment: (10)
  - (1) College Relations Board Chairmant
  - (9) Campus Coordinator
- V. Financing: (2)
  - College Work Study Program
    - (1) Student Financial Aid Coordinator
  - Private
    - (1) Private Financial Aid Coordinator
- VI. Field Evaluation: (6) (June - August)
  - (1) Field Evaluation Director
  - (5) Field Staff
- VII. Public Relations: (2)
  - (1) Public Relations Director
  - (1) Public Relations Staff
- ~~VIII. Atlanta Urban Corps Development: (2)
 
  - (1) Development Director
  - (1) Development Staff~~
- IX. Education: (3)
  - (1) Educational Director
  - (2) Education Staff

*Joy Fontaine + 1 intern*

*[Handwritten scribble]*

*[Large handwritten scribble]*

*[Handwritten scribble]*

placements

~~recruitment & development~~

As initial recruitment & intern development are accomplished these personnel may be shifted to field staff. Program shall appoint all personnel ~~not~~ whose appointment is not specifically ~~defined~~ specified. These appointments are subject to approval of the sec. bud.



RESPONSIBILITIES OF THE CENTRAL OFFICE

The central office of the Atlanta Urban Corps shall be responsible for the normal day-to-day operation of the Atlanta Urban Corps. Specifically, it is responsible for:

1. Implementing the Internship Program.
2. ~~Developing and administering the finances of the Atlanta Urban Corps.~~
3. Processing of Intern requests as directed by the Executive Board.
4. Processing of Student applications.
5. Maintaining public relations.
6. Coordinating the educational aspects of the Atlanta Urban Corps.
7. All other operational aspects of the Atlanta Urban Corps subject to the review of the Executive Board.

*why this phrase? all aspects as subject to then review.*

*Student Recruitment*

8. Development of <sup>intern</sup> job positions in participating agencies
9. <sup>Compiling &</sup> Printing forms & brochures for use in the Urban Corps

8

ATLANTA URBAN CORPS COLLEGE RELATIONS BOARD

The College Relations Board shall be composed of one student representative from each of the Atlanta area participating colleges of the Atlanta Urban Corps. Said representatives shall be nominated by the preceding College Relations Board and approved by the Student Governments on the respective campuses.

The College Relations Board shall elect the Student Director, <sup>approve</sup> the College Relations Board Chairman, and <sup>appointed by staff dir.</sup> the Internship Development Director. The College Relations Board shall have the power to remove any of its selections to the above positions by a unanimous vote of the Board. Above selections shall serve as ex-officio members of the College Relations Board. The College Relations Board shall nominate <sup>4</sup> ~~three~~ non-operational members <sup>of the</sup> ~~of~~ Executive Board <sup>subject to the approval of</sup> ~~to~~ the Board of Trustees..

The Board shall advise the Student Director, College Relations Director, the Internship Development Director, and the Field Evaluation Director in all matters pertaining to the relationship between participating colleges and its students and the Atlanta Urban Corps. ~~In addition,~~ <sup>E</sup> each representative to the Board shall be considered the Atlanta Urban Corps coordinator for his college and shall represent the Urban Corps on his own campus.



EDUCATION BOARD

The Education Board of the Atlanta Urban Corps shall be responsible for the educational aspects of the Atlanta Urban Corps. Specifically: ~~the Education Board shall be responsible for:~~

1. The Board shall be responsible for making recommendations to the Personnel Committee and to the Executive Board concerning the educational aspects of the Internships.
2. The Board shall be responsible for involving the academic community in the program in a meaningful manner.
3. The Education Board shall recommend all seminars or additional educational courses to the Executive Board.

*possibilities between participating colleges & students & also*  
 It shall also be responsible for <sup>*exploration of course credit*</sup> the development of ~~course credit for said courses~~ and utilization of ~~utilization of existing courses for use by interns~~ ~~existing courses for credit.~~

The Education Board shall be chaired by the Education Director. The size and membership shall be determined by the Executive Board. The Student Director shall appoint all student representatives to the Education Board subject to the approval of the College Relations Board.

*conflicting statement*

PERSONNEL COMMITTEE

Members

- Staff Director - Chairman
- Student Director -
- ~~City Internship Coordinator~~
- Education Director -
- Field Evaluation Director
- Internship Development Director
- College Relations Chairman
- ~~Extra-City Internship Coordinator~~

~~City Internship Coordinator~~ Intern word from city govt

from Extra City agencies

RESPONSIBILITIES OF THE PERSONNEL COMMITTEE  
ATLANTA URBAN CORPS

The Personnel Committee of the ATLANTA URBAN CORPS is generally responsible for the placement and evaluation of Interns. It makes recommendations to the Executive Board concerning all aspects of personnel relations. Specifically, the Committee is responsible for:

1. Make<sup>ing</sup> recommendations regarding internship positions to the Executive Board.
2. Approving the initial assignment of all Interns.
3. Reassigning those Interns that require reassignment.
4. Making recommendations to the Executive Board on the removal or reassignment of Interns.
5. Consider all problems concerning personnel relations between the Interns and their Supervisors.
6. The Personnel Committee shall act as the appeal board for all grievances, based on recommendations of the Field Evaluation Unit.



FIELD EVALUATION UNIT

The purpose of this Field Evaluation Unit is two-fold: to provide an independent evaluation of the performance of the student and the quality of the assignment, and to provide direct assistance to students and supervisors in the resolution of difficulties. Written field reports

*will be* ~~are~~ compiled and ~~are~~ <sup>will be made</sup> available to the institution or sponsoring agency *continuously*

~~for inspection.~~ Field staff members will visit students at their work locations, conducting structured interviews with them & their supervisors

~~in conjunction with the educational aspects~~

~~One~~ <sup>joint</sup> ~~overall~~ evaluation <sup>precommendation</sup> report will be made on the entire program by the ~~the~~ field evaluation unit of the education board near the end of the work period.

ATLANTA URBAN CORPS BOARD OF TRUSTEES

The Atlanta Urban Corps Board of Trustees shall be composed of the outstanding leaders from every area of endeavor in metropolitan Atlanta. This shall include leaders from business, government, and education. This Board shall be composed of the following:

1. Presidents of the Student Bodies of Atlanta area participating colleges in the Atlanta Urban Corps.
2. Presidents of Atlanta area colleges participating in the Atlanta Urban Corps.
3. The heads of agencies and governments utilizing Interns.
4. The heads of agencies, governments, and other sources which support Interns in other agencies or governments.
5. Others approved by the majority of the Board of Trustees.

*Conflict* ( The term of membership on the Board of Trustees shall be as long as one of above requirements if filled. There will be no substitute members allowed. — ?

Tenure shall be limited to three years.

The Board of Trustees shall advise the Executive Board of the Atlanta Urban Corps on the overall development of the college internship program. Members of the Board of Trustees are free to attend all meetings of the Executive Board and to make all pertinent recommendations to the Executive Board as it deems desirable. The Board of Trustees shall be the ultimate policy making body of the Atlanta Urban Corps.

The Board of Trustees shall elect three non-operational professionals to the Executive Board that shall meet the requirements for membership on said Board. Said non-operational professionals shall be automatically a member of the Board of Trustees. It shall also approve the appointment of



the Staff Director of the Atlanta Urban Corps. The Board shall also elect a chairman of the Board of Trustees from its membership and said person shall neither be a student nor a member of the Executive Board.



ATLANTA URBAN CORPS EXECUTIVE BOARD

Student Director

Student-At-Large

Student-At-Large

Student-At-Large

Staff Director

Professional-At-Large

Professional-At-Large

Professional-At-Large

Chairman of the Board of Trustees

Ex-Officio Member

The Executive Board shall be responsible for operational policy that shall be carried out by the Staff Director. Personnel involved in day-to-day responsibilities shall ultimately report to the Staff Director. The Student Director shall work as closely as possible with the Staff Director in carrying out these responsibilities. ✓



RESPONSIBILITIES OF EXECUTIVE BOARD  
OF ATLANTA URBAN CORPS

The Board has responsibility in the following areas:

1. The Board shall approve all Internship developments and shall determine the areas of Internship. It shall approve all new project areas for Internships.
2. The Board shall re-evaluate all Internships and remove or reassign Interns as it deems necessary upon recommendation by the Personnel Committee.
3. The Board shall maintain financial control over funds appropriated to the ATLANTA URBAN CORPS. Administration of said funds shall be the responsibility of the Staff Director.
4. The Board shall act as an appeal grievance board for all parties in the ATLANTA URBAN CORPS, including both Student Interns and the departments or agencies to which Interns are assigned.
5. The Board shall determine all policies regarding public relations and information releases.
6. The Board shall determine all educational policies of the ATLANTA URBAN CORPS upon recommendation of the Education Director.
7. The Board shall determine the policy concerning the placement of Urban Corps Interns in agencies.
8. The Board shall assume all responsibilities not herein specified that are deemed necessary to assure the success



of the ATLANTA URBAN CORPS.

9. All of the Executive Board policies and decisions are subject to review by the Board of Trustees as the Board of Trustees deems necessary.



CENTRAL OFFICE

Staff Director  
Student Director  
Other Professional Staff

- I. Secretarial: (4)
  - (1) Secretary
  - (1) Assistant Secretary
  - (1) Clerk
- II. Payroll: (3) (June - August)
  - (1) Fiscal Director
  - (2) Fiscal Assistant
- III. Internship Development: (4)
  - (1) Internship Development Director
  - (3) City, Federal, Non-Federal
- IV. Student Recruitment: (10)
  - (1) College Relations Board Chairman
  - (9) Campus Coordinator
- V. Financing: (2)
  - College Work Study Program
  - (1) Student Financial Aid Coordinator
  - Private
  - (1) Private Financial Aid Coordinator
- VI. Field Evaluation: (6) (June - August)
  - (1) Field Evaluation Director
  - (5) Field Staff
- VII. Public Relations: (2)
  - (1) Public Relations Director
  - (1) Public Relations Staff
- VIII. Atlanta Urban Corps Development: (2)
  - (1) Development Director
  - (1) Development Staff
- IX. Education: (3)
  - (1) Educational Director
  - (2) Education Staff

*to be handled  
by Jay Fountain  
& 1 intern*

*This should not be binding,  
only a guideline!*



RESPONSIBILITIES OF THE CENTRAL OFFICE

The central office of the Atlanta Urban Corps shall be responsible for the normal day-to-day operation of the Atlanta Urban Corps. Specifically, it is responsible for:

1. Implementing the Internship Program.
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4. Processing of Student applications.
5. Maintaining public relations.
6. Coordinating the educational aspects of the Atlanta Urban Corps.
7. All other operational aspects of the Atlanta Urban Corps subject to the review of the Executive Board.

*note: should this include recruitment?*



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The College Relations Board shall be composed of one student representative from each of the Atlanta area participating colleges of the Atlanta Urban Corps. Said representatives shall be nominated by the preceding College Relations Board and approved by the Student Governments on the respective campuses. ?

The College Relations Board shall elect the Student Director, the College Relations Board Chairman, and the Internship Development Director. The College Relations Board shall have the power to remove any of its selections to the above positions by a unanimous vote of the Board. Above selections shall serve as ex-officio members of the College Relations Board. The College Relations Board shall nominate three non-operational members of Executive Board to the Board of Trustees.. ?

The Board shall advise the Student Director, College Relations Director, the Internship Development Director, and the Field Evaluation Director in all matters pertaining to the relationship between participating colleges and its students and the Atlanta Urban Corps. In addition, each representative to the Board shall be considered the Atlanta Urban Corps coordinator for his college and shall represent the Urban Corps on his own campus.



## EDUCATION BOARD

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2. The Board shall be responsible for involving the academic community in the program in a meaningful manner.
3. The Education Board shall recommend all seminars or additional educational courses to the Executive Board. It shall also be responsible for the development of course credit for said courses and utilization of existing courses for credit.

The education Board shall be chaired by the Education Director. The size and membership shall be determined by the Executive Board. The Student Director shall appoint all student representatives to the Education Board subject to the approval of the College Relations Board.



Placement?

PERSONNEL COMMITTEE

Members

Staff Director - Chairman  
Student Director  
City Internship Coordinator  
Education Director  
Field Evaluation Director  
Internship Development Director  
College Relations Chairman  
Extra-City Internship Coordinator

~~Placement~~

RESPONSIBILITIES OF THE PERSONNEL COMMITTEE  
ATLANTA URBAN CORPS

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FIELD EVALUATION UNIT

The purpose of this Field Evaluation Unit is two-fold: to provide an independent evaluation of the performance of the student and the quality of the assignment, and to provide direct assistance to students and supervisors in the resolution of difficulties. Written field reports are compiled and are available to the institution or sponsoring agency for inspection.

Chairman of fld eval. unit should be  
approved by exec. brd. & apptd by ?



4/17

GRADUATE STUDENT SENATE



GEORGIA INSTITUTE of TECHNOLOGY

BOX A-4, ATLANTA, GEORGIA 30332

April 8, 1969

Mr. Dan Sweat  
Government Liaison  
Mayor's Office  
City Hall  
Atlanta, Georgia

Dear Mr. Sweat:

We are writing in regard to the Atlanta Urban Corp Board of Trustees. The first meeting of the Board will be April 17 at 3:00 p.m. in the Wilby Room of the Library at Georgia Tech and it will last one hour. Enclosed is a map showing the exact location.

The specific agenda will be sent to you prior to the meeting, but the areas that will be covered include:

1. Progress report from Student Director
2. Election of nonoperational adults to the Executive Board
3. Internal Revenue Service exemption approval
4. Election of Chairman of Board of Trustees

There will probably be additions to this list and you will be notified accordingly. In addition, all needed information on the topics to be covered will be sent to you.

If you have any comments or suggestions for additions to the program, please contact us before April 11 so as to facilitate our mailing.

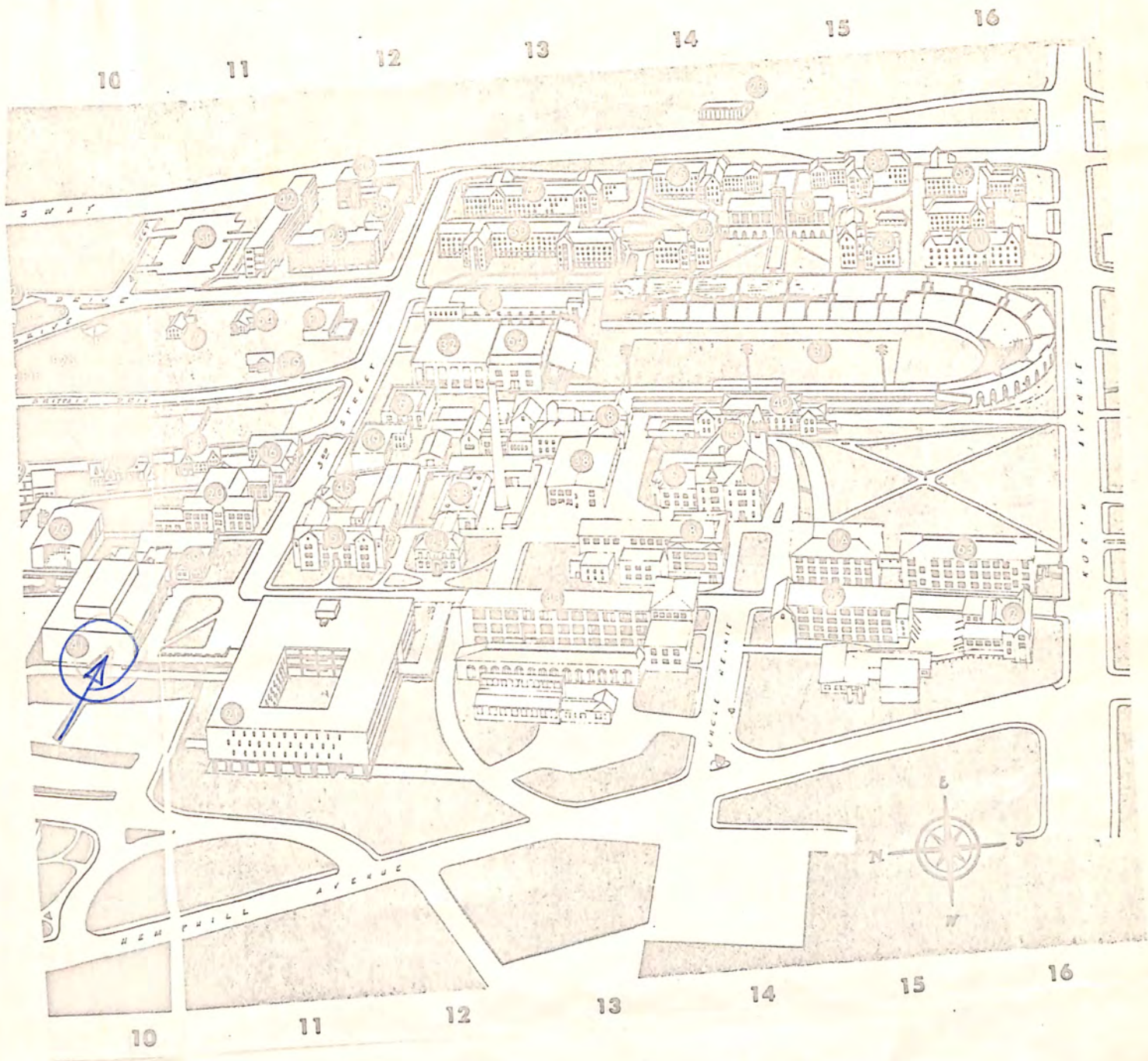
We would appreciate it if you would confirm the meeting with Miss Gosdin at 873-4211 Ext. 301. If you have any questions, please contact me.

Sincerely,

*Richard N. Speer, Jr.*  
Richard N. Speer, Jr.  
Student Director

*Sam Williams*  
Sam Williams  
Staff Director

RNSjr:rh  
Enc: Map





ATLANTA URBAN CORPS BOARD OF TRUSTEES

APRIL 17, 1969

ATLANTA URBAN CORPS: BOARD OF TRUSTEES

1. Dr. Edwin D. Harrison East President of Georgia Institute of Technology, Vice President of J.P. Stephens.
2. Dr. Vernon Crawford Acting President of Georgia Institute of Technology.
3. Dr. G. Atwood President of Emory University.
4. Dr. Alston President of Agnes Scott College.
5. Dr. Noah Langdale President of Georgia State College.
6. William R. Rensay Project Director, Southern Regional Education Board.
7. Dan Sweat Government Liaison, Mayor's Office
8. Al Lewis Past President of the National Chamber of Commerce, President of the Atlanta Chamber of Commerce.
9. Harold Brockey President of Rich's Department Store.
10. Neil DeRosa President of the Southeastern Placement Association.
11. Dean Alex Lacey Urban Life Center, Georgia State College.
12. John Cox Director of the Atlanta Youth Council.
13. William H. Adams Student-At-Large, Georgia Institute of Technology.
14. Dusty Kenyon President of the Student Body, Agnes Scott College.
15. Jim Mayes President of the Student Body, Clark College.
16. Bob Forsey President of the Student Body, Emory University.
17. Steve Binion President of the Student Body, Georgia State College.
18. Betty Childrice President of the Student Body, Spellman College.
19. Carey I. Brown President of the Student Body, Georgia Institute of Technology.
20. Nelson Taylor President of the Student Body, Morehouse College.
21. Dean James Dull Dean of Students, Georgia Institute of Technology.
22. Dennis Webb Attorney, Nall, Miller, Kadenhead, and Dennis.
23. Richard Speer Student Director, A.U.C.
24. David Whelan Internship Development Director.
25. Mark Dash College Relations Director, A.U.C.
26. Sam Williams Staff Director, A.U.C. and Editorial Writer, Atlanta A. U. C. Constitution.
27. Calvin Cox Private Financing Coordinator, A.U.C.
28. Bill Adams Public Relations Director A.U.C.
29. Tara Swartzel President of Clark College.
30. President of DeKalb Jr. College.
31. President of Morris Brown College.
32. President of Spellman College.
33. President of DeKalb Jr. College Student Body.
34. President of Morehouse College
35. Regional Coordinator of Financial Aid.
36. Chairman of Federal Executive Board.
37. Peace Corps Representative
38. VISTA Representative.
- 39.
40. Norman Shain

HEW



ATLANTA URBAN CORPS BOARD OF TRUSTEES

MEETING: APRIL 17, 1969

Introduction of Board of Trustees	Bill Ramsay, Acting Chairman.
Atlanta Urban Corps Concept	Rich Speer, Student Director.
Atlanta Urban Corps Organization	Sam Williams, Staff Director.
Development Reports	
Internship Development	David Whelan, Internship Development Director Wally Bloom, Extra-City Developments.
Financing	Sam Williams, College Work Study Bill Adams, Private Financing Coordinator
College Relations Board	Tara Swartzel, Secretary, College Relations Board.
Student Recruitment	Mark Dash, College Relations Director.
Operational Aspects	Sam Williams
Legal Status of the Urban Corps	Dennis Webb

## ATLANTA URBAN CORPS CONCEPT

The Atlanta Urban Corps is a unique program in America. Its goal is to provide the broad spectrum of college students with an opportunity to become involved in urban areas, applying their academic knowledge, their youth, and their enthusiasm.

The program is a co-operative effort of the City of Atlanta, The Atlanta area colleges, Federal Government, private enterprise, metropolitan agencies, and the Atlanta area college students.

This cooperation, the belief that the college student should play a significant role in the policy making, and the involvement of private enterprise, makes the Atlanta Urban Corps a potential "model" program for the nation.

The Atlanta Urban Corps does not try to expouse a philosophy but rather it "opens doors". It provides the opportunity to live with the problems that plague American cities today. It is demanding on the individual's high flying ideas and demands a harsh look into the microscope of American social institutions.

It is unlikely that the Atlanta Urban Corps will produce "instant solutions". But it is on its way to involving youth in constructive, educational channels. Our goal is to help people reshape their thinking about youth and the city, and to care.



### LEGAL ASPECTS

Dennis J. Webb, of the Law Firm Nall, Miller, Cadenhead & Dennis, has been taking care of the various legal aspects of turning the Atlanta Urban Corps into a reality. A brief outline of the legal status of the Atlanta Urban Corps, Inc. is as follows:

1. Applied to Secretary of State for Name Certificate.
2. Received Name Certificate from Secretary of State on February 19, 1969, verifying that there is no other corporation with identical or similar name on record.
3. Drafted Application for Charter.
4. Received Publisher's Affidavit on March 5, 1969, verifying publication of Charter Application once a week for four weeks.
5. Judge McKenzie of Fulton Superior Court signed Order granting Charter on April 5, 1969.
6. Received Charter signed and sealed by Secretary of State incorporating Atlanta Urban Corps.
7. Drafted By-Laws.
8. Filed Exemption Application with Internal Revenue Service applying for 501 (c) (3) exempt status (charitable).

It will be at least a month before word is received from IRS. The foregoing documents are on file in the Minute Book of the Corporation.



ATLANTA URBAN CORPS  
INTERNSHIP DEVELOPMENT PHILOSOPHY

1. Dual Goals of Internship
  - A. Service Through Agency to Community.
  - B. Learning Experience (for Student, University, and Agency).
11. Needs of the Agency
  - A. Relevancy of Internship to the Agency's Mission--the intern must be involved in a project through which he can express his creativity and serve as a productive source of agency output, not as a monitoring recipient of agency information (a non-contributing educational role).
111. Needs of the Intern
  - A. To Know Exactly What His Assignment Is--provide him with a list of objectives and primary responsibilities; also develop a schedule, but one that the student and agency can change together and personalize as he grows into the internship ie. outline a planned approach, the mechanics of the assignment, but leave plenty of room for the intern to express his creativity and for modifications.
  - B. Clearly Specify His Agency Personnel Resources--this should be someone the student knows he can go to with his problems not vice-versa; a student advisor should aid the student in reflecting on his internship experience and thereby assist him in relating it to his education.
- IV. Interaction Dynamics--The Subtle Approach
  - A. Help the Agency Define Challenging, Yet Realistic Internships--let the agency describe its needs, then assist in meeting those needs with internships that meet the needs of the intern as well.
    - 1.) Prevent Assignments That Require Too Little of the Intern--eg. an errand-boy role, or job position devoid of educational significance, too limited in scope.
    - 2.) Prevent Assignments That Require Too Much--eg. an analysis problem whose propensity exceeds an intern's educational competence or time limit.
- V. Evaluation

(This section is included with the philosophy of Internship Development because the development of a sound system of self-evaluation is an essential phase of our program.)

  - A. Standard Evaluation Forms for Interns (Counselors and Agencies)
  - B. Some Form of Final Written Report by the Intern
    - 1.) Type of Report Dependent on Type of Internship
      - a.) Research projects will require extensive reports.
      - b.) Non-research projects will require less extensive reports, but the educational relevance of these internships may be entirely dependent on the effort the intern spends in producing it.
  - C. The Value of Evaluation
    - 1.) Value to Atlanta Urban Corps--these reports will serve as the major source of feedback from the interns and therefore, will be of central importance to an effective evaluation program.
    - 2.) Value to the Student--forces interns to articulate his experience, and thereby analyze its educational significance.
    - 3.) Value as a Stimulus to the Agency--the information and suggestions provided the agency can serve as a basis for agency evaluation and improvement.



## INTERNSHIP DEVELOPMENT

Perhaps the most important immediate function of the Atlanta Urban Corps is to develop the internship positions for this summer's program. Development procedures have been worked out and initial contacts have been made with agencies, both within city government and without, that may receive A.U.C. interns. The development staff is currently being assigned agencies in which to develop internship positions.

The development procedure that is being followed begins with an initial contact with the agency director, and in the case of the City Government, Department Directors. This contact establishes an approximate number of interns that agency wishes to employ and sets broad guides on the nature of the internship. At that point, a student is assigned to work with an agency director in developing his internship in detail. At present, we have 15-20 students who will be working in this capacity. Finally, when the internship is developed to the satisfaction of the student and the agency director, that internship is classified and filed to be matched with student applications.

We have had great success in getting agencies to respond to our call for positions with truly relevant and challenging internships. In the City Government alone, we have had initial response from fifteen departments requesting approximately 150 interns. Some examples of the types of internship positions being proposed include:

- Sanitation Dept. -- The use of up to twenty interns in such projects as time and motion studies and water pollution control.
- Water Works - Using up to fifteen interns, some serving as planners for water utilization and others in areas of customer service and building programs.
- Building Inspector - Three students are needed to help compile and evaluate a housing conditions study for the City.

It is obvious that the potential in these and many other areas is indeed challenging and stimulating to students, as well as being long-awaited projects the City could not implement because of the lack of qualified manpower. In addition to the City, over 150 interns have been requested to date from non-city agencies.

It is actually a disservice to list only a few of the internships that are being offered students this summer, because the scope and range of projects is tremendous. It is certain that students working in the Atlanta Urban Corps this summer will be serving their city in a relevant, challenging, and educational internship.

## ATLANTA URBAN CORPS STUDENT RECRUITMENT

The student recruitment effort began in earnest at each of the nine Atlanta campuses this week. It has been decided to limit recruitment to these nine campuses this year because of time and efficiency considerations. However, the Urban Corps will accept applications from any college student regardless of his school. In the future active recruitment will take place at many schools in the Southeast.

Approximate recruitment quotas have been considered for each campus and in some cases limited fund availability (CWSP) has forced us to limit recruitment and not go all out. At Emory for example, our Coordinator assures us that with an all out campaign he could recruit 600 students but yet with only 3 CWSP slots available at Emory we have elected to only utilize limited publicity in an effort to limit the number of applications to a more reasonable level.

Although it would be premature to make any predictions at this time, early response to the Urban Corps among the students has been terrific and we feel we will have no difficulty in filling the available job slots.



## FEDERAL COLLEGE WORK STUDY PROGRAM

The Federal College Work Study Program (CWSP) was established under the Economic Opportunity Act of 1964 to "stimulate and promote the part-time employment of students, particularly students from low income families, in eligible institutions who are in need of the earnings from such employment to pursue courses of study at such institutions."

Section 444 (a) (1) of the Higher Education Act of 1965 (as amended) provides, in part, that students employed under CWSP may work : ". . . in the public interest for a public or private non-profit organization." An examination of the legislative history clearly establishes the intention of Congress to encourage Urban Corps-type programs.

College financial aid officers determine eligibility of students using guidelines furnished by H.E.W. The bulk of funds is used for on campus employment such as library assistants, bookstore and cafeteria student employees. Colleges may contract with agencies for their work study funds to be used by their students. CWSP funds may pay up to 80% of the students salary with the agency paying the remainder.

The Atlanta Urban Corps has contacted all Atlanta area colleges and most within this region. Tentative agreements with financial aid officers total approximately 200 work-study student slots at 80% funding.

1968 national appropriation for CWSP was approximately \$22 million. Atlanta area colleges received approximately \$580,000.



## ATLANTA URBAN CORPS PUBLIC RELATIONS

As a newly formed program the Urban Corps is dependent for its image development on a good public relations department. The impact that the Urban Corps will have on the city of Atlanta will be made through its program of "self-sell." Therefore, a public relations director has been appointed, and the job of presenting the Urban Corps to Atlanta and keeping the program in the public eye is underway.

At present a newsletter is being drawn up which will come from the general office and be sent to those students and non-students who are working closely with the program, e.g. Board of Trustees, College Relations Board. The newsletter will attempt to serve as an inter-department information source for the Urban Corps.

In connection with the on-campus student recruitment development, public relations is working on a student brochure which explains the Urban Corps in short paragraph form. These brochures will be printed and distributed among the nine participating Atlanta campuses.

It is hoped that as the public relations area develops we will have the Atlanta Urban Corps on the tongues of television and radio announcers, in the columns of the Atlanta papers and perhaps on several billboards throughout the city. Contact work in this area is being made.



## BOARD OF TRUSTEES

The Atlanta Urban Corps Board of Trustees shall be composed of the outstanding leaders from the student, educational, business and government community in metropolitan Atlanta, including the following:

Student Body Presidents from Atlanta area colleges participating in the Atlanta Urban Corps.

College Presidents from Atlanta area colleges participating in the Atlanta Urban Corps.

The Directors, or their designated representatives, of agencies utilizing five or more interns.

The Directors, or their designated representatives, of agencies sponsoring two or more interns.

Staff Director, Student Director, College Relations Board Chairman.

Members of the Executive Board, and others deemed necessary by a majority of the Board of Trustees.

The term of membership of an individual on the Board of Trustees shall be one year beginning April 1 of each year.

The Board of Trustees shall advise the Executive Board of The Atlanta Urban Corps on the overall development of the college internship program. Members of the Board of Trustees are free to attend all meetings of the Executive Board and to make all pertinent recommendations to the Executive Board as it deems desirable. The Board of Trustees shall be the ultimate policy making body of the Atlanta Urban Corps.

The Board of Trustees shall elect three non-operational professionals to the Executive Board. These three shall include: one representative of participating college financial aid officers, one educator and one at-large.

ATLANTA URBAN CORPS EXECUTIVE BOARD

Student Director

Student elected by College Relations Board

Student elected by College Relations Board

Student elected by College Relations Board

Program Director

Professional representative of Student Financial Aid

Officers of participating colleges

Professional Educator

Professional At-Large

The Executive Board shall be responsible for operational policy that shall be carried out by the Staff Director. Personnel involved in day-to-day responsibilities shall ultimately report to the Staff Director. The Student Director shall work closely with the Staff Director in carrying out these responsibilities.

All members of the Executive Board will automatically be members of the Board of Trustees.



RESPONSIBILITIES OF EXECUTIVE BOARD  
OF ATLANTA URBAN CORPS

The Board has responsibility in the following areas:

1. The Board shall approve all Internship developments and shall determine the areas of Internship. It shall approve all new project areas for Internships.
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7. The Board shall determine the policy concerning the placement of Urban Corps Interns in agencies.
8. The Board shall assume all responsibilities not herein specified that are deemed necessary to assure the success of the ATLANTA URBAN CORPS.
9. All of the Executive Board policies and decisions are subject to review by the Board of Trustees and the Board of Trustees deems necessary.

## PERSONNEL

Staff Director

Student Director

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  - (1) Clerk
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  - (1) Fiscal Director
- III. Internship Development (4)
  - (1) Internship Development Director
  - (3) City, Federal, Extra-city
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  - (9) Campus Coordinator
- V. Financing: (2)
  - College Work Study Program
  - (1) Student Financial Aid Coordinator
  - Private
  - (1) Private Financial Aid Coordinator
- VI. Field Evaluation: (6) (June - August)
  - (1) Field Evaluation Director
  - (5) Field Staff
- VII. Public Relations: (2)
  - (1) Public Relations Director
  - (1) Public Relations Staff
- VIII. Education: (3)
  - (1) Education Director
  - (2) Education Staff

As initial recruitment and intern development are accomplished these personnel may be shifted to field staff. The Staff Director shall appoint all personnel whose appointment is not specified. These appointments are subject to approval of the Executive Board.



## RESPONSIBILITIES OF THE CENTRAL OFFICE

The Central Office of the Atlanta Urban Corps shall be responsible for the normal day-to-day operation of the Atlanta Urban Corps. Specifically, it is responsible for:

1. Implementing the Internship Program.
2. Processing of Intern requests as directed by the Executive Board.
3. Processing of Student applications.
4. Maintaining public relations.
5. Coordinating the educational aspects of the Atlanta Urban Corps.
6. All other operational aspects of the Atlanta Urban Corps subject to the review of the Executive Board.
7. Development of intern positions in participating agencies.
8. Compiling and printing forms and brochures for use in the Urban Corps.

## ATLANTA URBAN CORPS COLLEGE RELATIONS BOARD

The College Relations Board shall be composed of one student representative from each of the Atlanta area participating colleges of the Atlanta Urban Corps. Said representatives shall be nominated by the preceding College Relations Board and approved by the Student Governments on the respective campuses.

The College Relations Board shall elect the Student Director, the College Relations Board Chairman, and approve the Internship Development Director appointed by the Program Director. The College Relations Board shall have the power to remove any of its selections to the above positions by a unanimous vote of the Board. Above selections shall serve as ex-officio members of the College Relations Board. The College Relations Board shall nominate three non-operational members of the Executive Board subject to the approval of the Board of Trustees.

The Board shall advise the Student Director, College Relations Director, the Internship Development Director, and the Field Evaluations Director in all matters pertaining to the relationship between participating colleges and its students and the Atlanta Urban Corps. Each representative to the Board shall be considered the Atlanta Urban Corps coordinator for his college and shall represent the Urban Corps on his own campus.



## EDUCATION BOARD

The Education Board of the Atlanta Urban Corps shall be responsible for the educational aspects of the Atlanta Urban Corps. Specifically:

1. The Board shall be responsible for making recommendations to the Personnel Committee and to the Executive Board concerning the educational aspects of the Internships.
2. The Board shall be responsible for involving the academic community in the program in a meaningful manner.
3. The Education Board shall recommend all seminars or additional educational courses to the Executive Board. It shall also be responsible for exploration of course credit possibilities between participating colleges and students and also utilization of existing courses for use by interns.

The Education Board shall be chaired by the Education Director. The size and membership shall be determined by the Executive Board. The Student Director shall appoint all student representatives to the Education Board subject to the approval of the College Relations Board.

## PERSONNEL COMMITTEE

### Members

Staff Director - Chairman  
Student Director  
Intern coordinator from City Government  
Education Director  
Field Evaluation Director  
Internship Development Director  
College Relations Chairman  
Internship Coordinator from Extra-city agencies

### RESPONSIBILITIES OF THE PERSONNEL COMMITTEE ATLANTA URBAN CORPS

The Personnel Committee of the ATLANTA URBAN CORPS is generally responsible for the placement and evaluation of Interns. It makes recommendations to the Executive Board concerning all aspects of personnel relations. Specifically, the Committee is responsible for:

1. Making recommendations regarding internship positions to the Executive Board.
2. Approving the initial assignment of all Interns.
3. Making recommendations to the Executive Board on the removal or reassignment of Interns.
4. Reassigning those Interns that require reassignment.
5. Consider all problems concerning personnel relations between the Interns and their Supervisors.
6. The Personnel Committee shall act as the appeal board for all grievances, based on recommendations of the Field Evaluation Unit.



## FIELD EVALUATION UNIT

The purpose of this Field Evaluation Unit is two-fold. to provide an independent evaluation of the performance of the student and the quality of the assignment, and to provide direct assistance to students and supervisors in the resolution of difficulties. Written field reports will be compiled and made available to the institution or sponsoring agency. Field staff members will routinely visit students at their work locations, conducting structured interviews with them and their supervisors.

A joint evaluation and recommendation report will be made on the entire program by the field evaluation unit and the Education Board near the end of the work period.

## ATLANTA URBAN CORPS COLLEGE RELATIONS BOARD

The College Relations Board serves both a representative and staff function in the Urban Corps structure. Its members represent the student bodies at the nine Atlanta colleges currently involved in the Urban Corps and serve as the communications and advisory link between the Atlanta area students and the Urban Corps student staff. In addition, the College Relations Board members serve as Urban Corps Coordinators on their respective campuses and represent the Urban Corps to their students and student leadership. In this regard, the Urban Corps Coordinator carries out the recruitment effort at his college including the enlistment of whatever assistance he may need to carry out this task.

The College Relations Board became a functional reality in early February when representatives from Emory, Georgia State, Georgia Tech and Agnes Scott met at the Scott campus. Later, representatives from Morris Brown, Spelman and Morehouse were added and most recently representatives at DeKalb Junior College and Clark College have been acquired. The full College Relations Board has met frequently since February and has decided upon or approved every policy decision of the student staff.



April 28, 1969

Mr. Dave Palmer  
Associate Professor  
Political Science  
Georgia State College  
33 Gilmer Street, S. E.  
Atlanta, Georgia 30303

Dear Dave:

Thank you for your inquiry about the Urban Corps.

I would like to suggest that the best approach might be for you to step across the street to the Municipal Auditorium and talk to Sam Williams or some of the other young people involved in setting the Urban Corps up. I am sure that they would appreciate you discussing it with them and giving them any ideas you might have.

I would certainly be interested in discussing personnel procedures and practices of the City of Atlanta with you and will look for a call when you want to get together.

Sincerely yours,

Dan Sweat

DS:fy



**G E O R G I A S T A T E C O L L E G E**

33 GILMER STREET, S. E. • ATLANTA, GEORGIA 30303

April 25, 1969

Mr. Dan Sweat  
Director, Governmental Liaison  
City of Atlanta  
Atlanta, Georgia

Dear Dan:

I have read with considerable interest the Urban Corps program activities of summer internships and would be grateful if you would send me some of the particulars concerning the design of the program.

Since I will be teaching State and Local Government and Municipal Government (graduate) this summer, perhaps in some way I might be helpful to the internship program.

Also I would like to discuss with you some time in the next few weeks personnel procedures and practices in the city of Atlanta. Bill Jones, Director of Personnel for HEW's regional office, made an interesting evaluation of personnel procedures for Atlanta, and I believe you will be interested in the findings.

Best regards,

*Dave Palmer*

Dave Palmer

Associate Professor  
Political Science



YOU ARE INVITED TO

A SPAGHETTI SUPPER

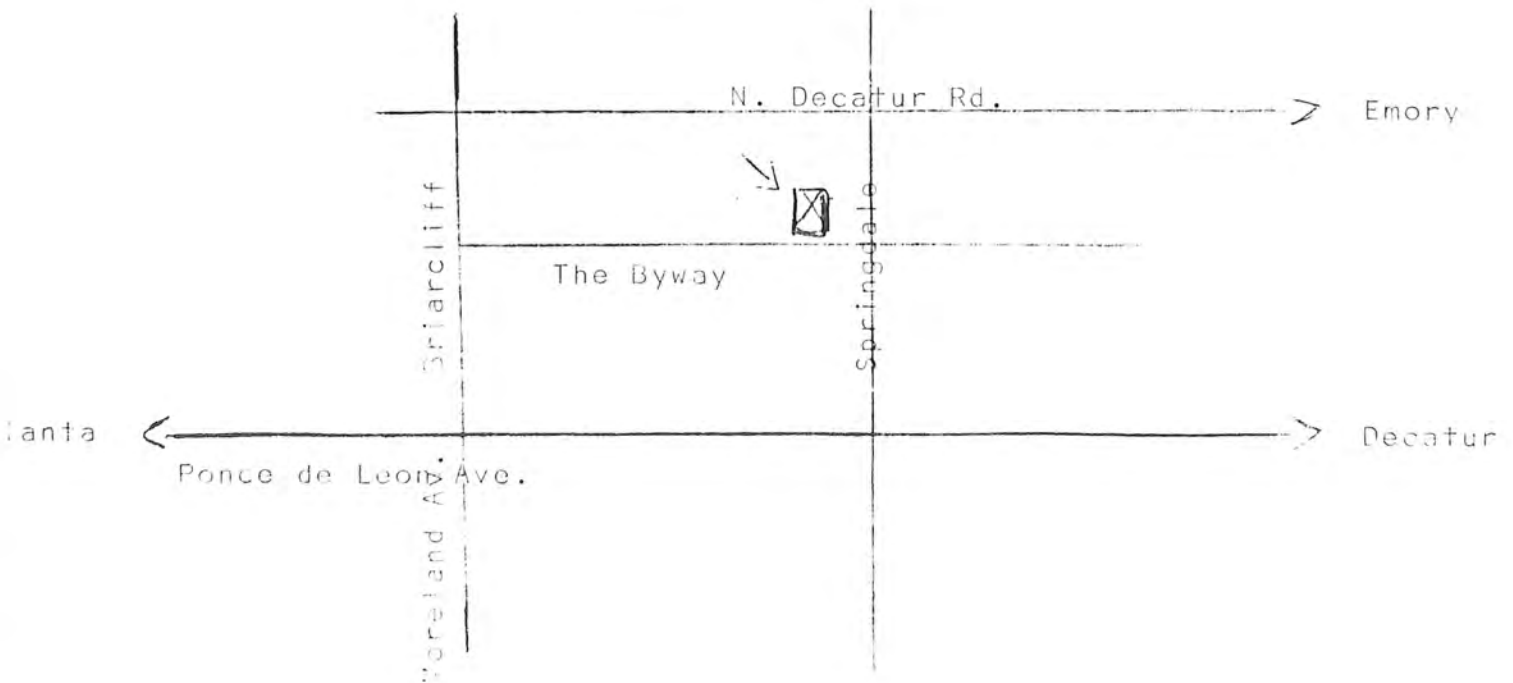
Sunday Afternoon 4:00 p.m.

April 27, 1969

This will be a chance to get better acquainted with some of the students and others working with the Atlanta Urban Corps.

Come dressed to eat outside

Place: Home of Mr. & Mrs. Bill Ramsay  
1020 Springdale Road N. E.  
Atlanta



If you plan to come, please call Mr. or Mrs. Ramsay  
at 773-4326. NO RESERVATIONS NEEDED

1 copy  
Urban Corps file

MEMORANDUM TO: George Berry  
FROM: Mike Weaver  
SUBJECT: Atlanta Urban Corps

The agreements for contributions to the City for salaries and administrative cost of Summer Interns as specified in the resolution of the Finance Committee approved May 21, 1969, have not been received:

American Medical Association  
Atlanta Jewish Community Center  
Atlanta Service Learning Conference  
Atlanta Urban League  
Butler Street Y.M.C.A.  
Center of The Arts  
Chamber of Commerce  
Christian Council of the Atlanta Area  
Cobb-Marietta Library  
CRETA  
Decatur City Government  
Decatur City School System  
DeKalb County Government  
DeKalb County School System  
Department of Catholic Social Services  
Emory Community Legal Services Center  
Employment Services  
Fulton County Government  
Fulton County Health Department  
Fulton County School System  
Georgia State Department of Educational Psychology  
Georgia Medical Association  
Grady Memorial Hospital  
Hillside Cottages  
Kennesaw National Park  
Kirkwood Christian Center  
Metropolitan Atlanta Boys Club  
Metropolitan Atlanta Housing Conference  
National Alliance for Business  
National Welfare Rights Organization  
Neighborhood Services Inc.  
Phyllis Wheatley Y.W.C.A.  
Rice Memorial Presbyterian Church  
Southern Regional Educational Board  
Visiting Nurses Association



Urban Corps file

Home Telephone Nos

ATLANTA URBAN CORPS STAFF

Summer, 1969

1. Executive Director.....Sam Williams.....233-3652
2. Executive Assistant.....Sue Zander.....876-0915
3. Director of Development.....David Whelan.....378-3850
4. Fiscal Director.....Inmond Deen.....261-1192
5. Director for Special Projects.....Dianne Wilson.....521-3827
6. Payroll Coordinator.....Steve Mwamba.....627-8837
7. Payroll Coordinator.....Mac Rabb.....875-1848
8. Education & Evaluation Director....Resna Hammer.....872-6576
9. Evaluation Staff.....Maggie Gerber.....522-7029
10. Evaluation Staff.....Dawn White.....522-2464
11. Evaluation Staff.....Tim Rogers.....876-7779
12. Public Relations Director.....Ken Millwood.....428-4668
13. Public Relations Staff.....Tara Swartzel.....634-6864
14. Secretary.....Bettye Underwood.....
15. Secretary.....Patty Harwell.....758-2477
16. Receptionist.....Diane Lovejoy.....758-7741

Interns Assigned to the Urban Corps Staff

17. Atlanta Service Learning Conference.....Babs Kalvelage....634-9957  
or  
634-8069
18. Atlanta Service Learning Conference.....Melinda Lawrence..523-4597
19. Atlanta Service Learning Conference.....Kytile Frye.....636-3877
20. Atlanta Service Learning Conference(at SREB).....Sally Cantor.....876-2927

ATLANTA

URBAN

CORPS

INTERNSHIP HANDBOOK

1969

ATLANTA URBAN CORPS  
30 Courtland Street, N. E.  
Atlanta, Georgia, 30303  
(404) 524-8091



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Atlanta Urban Corps

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# CITY OF ATLANTA



CITY HALL ATLANTA, GA. 30303

Tel. 522-4463 Area Code 404

IVAN ALLEN, JR., MAYOR

R. EARL LANDERS, Administrative Assistant  
MRS. ANN M. MOSES, Executive Secretary  
DAN E. SWEAT, JR., Director of Governmental Liaison

June 3, 1969

The Atlanta Urban Corps is the best example I've seen for young, intelligent minds to grapple with the problems of our city. Our young people and our cities can no longer afford to be strangers. The leadership of universities and cities must take advantage of this vast untapped source of energy and manpower.

Atlanta should be proud of its students and universities. A group of students proposed this Urban Corps service-learning concept to our city and now their universities are helping to sponsor it. Interns will perform needed services for not only city government but private agencies as well and during the process they will learn a great deal about our city and its problems.

I hope the Urban Corps is only a beginning. We need this focused, aggressive concern of young people. We need more movement between the two worlds of academia and city.

You interns have my wholehearted support. We need your help.

Sincerely,

Ivan Allen, Jr.  
Mayor

- I N T R O D U C T I O N -

We welcome you as interns and agency representatives to be founding participants in this new experiment, utilizing the education community to directly solve urban problems. We hope your experience this summer will serve four purposes: expand education experience beyond classroom walls, help get needed urban work done in Metro-Atlanta, help finance education expenses for student participants and bring new enthusiasm into an over-worked and needy system---our city.

Many far-sighted people from the student, college, agency, city and **business**' community are to be credited in developing the Urban Corps from an idea into a reality. Much planning and energy has been expended to develop each internship into a worthy project for the intern and agency. The responsibility for success is now yours.

This handbook is designed as a guide for interns and agency supervisors as you work together during the internship assignment. Vital information concerning finance, assignment, evaluation and other program aspects are included, all deserving your close study.

The **URBAN CORPS** is presently administered by the City of Atlanta Mayor's Office in consultation with students, Atlanta area colleges, Metro-agencies and businesses. It is funded through federal and local government and the private sector.

Throughout the summer we hope to keep in close contact with all participants. Our staff, composed entirely of interns, is here to help you.



## I-1 About the Urban Corps

The Atlanta URBAN CORPS is designed to:

Offer college and university students the opportunity to participate first hand in all aspects of local governments and non-profit agencies of Metro-Atlanta.

Provide the student a practical extension of his university education "beyond the classroom."

Help supply needed manpower, initiative and fresh ideas to local governments and non-profit agencies concerned with urban problems.

Encourage young people to consider careers and citizen leadership in programs of development and to provide a pool of trained personnel for recruitment by sponsoring agencies.

Provide additional avenues of communication between institutions of higher learning and programs affecting urban Atlanta by making the resources of the universities and colleges more accessible to the community and by providing a means for keeping curriculum, teaching and research relevant to the needs of society.

"All education worthy of the name enhances the individual. It heightens awareness, or deepens understanding, or enlarges one's powers, or introduces one to new modes of appreciation and enjoyment. It promotes individual fulfillment. It is a means of self-discovery.

Of the many obstacles that have been encountered in making education universally available, two are of particular interest in the present context. One is the notion that education is something which takes place in a block of time between six and eighteen (or twenty-two) years of age. The second is the idea that education is something that can occur only in a classroom. A system of education suited to modern needs and aspirations cannot come into being until these two notions are finally done away with."

John W. Gardner

The URBAN CORPS is administered for Metro-Atlanta by the Office of the Mayor of the City of Atlanta. The Deputy Chief Administrator is responsible for overall supervision of the program. A Board of Trustees representing the student community, college administrators, participating agencies and sponsoring businesses advises the Mayor's Office on program and operation.

The URBAN CORPS was proposed by a group of concerned Atlanta students. It is staffed almost entirely by students and depends upon youthful ideas and enthusiasm to achieve program goals.



## I-2 About the Federal College Work-Study Program

Eligible students may receive stipends during their URBAN CORPS internship through the Federal College Work-Study Program (CWSP). Established under the Economic Opportunity Act of 1964, CWSP provides up to 80% Federal subsidy to support the part-time and/or summer employment of students who must work in order to continue their higher education.

Funds under CWSP are made available only to qualified institutions of higher education as a part of the Office of Education's student assistance program. Grants are made directly to participating institution, on the basis of their application to the Office of Education.

For the purposes of CWSP, the URBAN CORPS is an "off-campus employer" of students receiving Work-Study assistance. The URBAN CORPS, as an agency of the government of the City of Atlanta, is eligible to participate in this capacity. By written agreement entered into between the participating institution and the requirements of CWSP and to provide the requisite matching funds. (See Section IV, Compensation)

## I-3 Summer Program

The URBAN CORPS summer program is designed to permit considerable numbers of college students to participate in urban government on a full-time basis. The program runs for ten to twelve weeks from June until before Labor Day. The precise program dates vary depending upon college summer semester dates. The agreement entered into between the institution and the City determines the program duration and the maximum hours the students may work. See Section Hours.

Students who are limited either by the requirements of CWSP or their own choice to part-time participation during the summer may work a limited number of hours each week. Special arrangements must be made between the URBAN CORPS office and the participating college for part-time interns.

During the summer program, many special projects and task force groups are established to supplement regular agency and department assignments. Information on such special programs is provided before each summer. Faculty members and other specialists are also involved in summer operations and programming. See Section II-2, The Assignment.

## I-4 Academic Year Program

A very limited program is being planned for the Fall-Spring academic year. Interested students and agencies should inquire at the URBAN CORPS office after July 10, 1969. Federal law limits participation while students are taking a full academic load to fifteen hours per week, averaged over an academic unit. (CWSP students only)

## I-5 Responsibilities of the Intern

Every URBAN CORPS intern is assigned to do work important to Metro-Atlanta and its citizens. In many cases, students are assigned to roles where they may directly affect the physical or intellectual well-being of substantial numbers of Atlantans. For this reason, a high level of responsibility is expected from the student intern.



Students are expected to perform their assignments in a responsible and mature manner. They are required to comply with the directions of their supervisors and to conduct themselves in a manner consistent with their responsibilities. Students who fail to perform in a satisfactory manner will be removed from their assignment and from the program. See Section III-2, Suspension and Discipline. Participation in the URBAN CORPS is a privilege; intern assignment is designed for the student's benefit and for that of 1.5 million Atlantans. Irresponsible behavior will not be tolerated.

## I-6 Internship Final Report

As a part of the Internship responsibility, every intern is required to submit a final report detailing and evaluating the assignment, accomplishments, and significance of the Internship to the Agency involved. For details of Final Report Guidelines, See Section III-5.

## II. PLACEMENT AND ASSIGNMENT

### II-1 Selecting the Student

#### A. CWSP

Compensated internships are available through the Federal College Work Study Program. The participating college determines the eligibility of students under the CWSP guidelines and authorizes their employment under the terms of the agreement entered into between the institution and the City of Atlanta. ONLY THE COLLEGE MAY DETERMINE THE ELIGIBILITY OF A STUDENT TO RECEIVE CWSP ASSISTANCE AND AUTHORIZE HIS PARTICIPATION IN THE URBAN CORPS UNDER THAT PROGRAM.

Once a student is certified to the URBAN CORPS as authorized to receive compensation under the Work-Study program of his institution, such certification will be deemed conclusive. All students certified to the URBAN CORPS are treated equally, without regard to race, religion or ancestry. The URBAN CORPS complies in full with the requirements of the Civil Rights Act of 1964, as amended.

For the convenience of college Work-Study Coordinators, following is basic information on the determination of eligibility for CWSP assistance. This is based on materials provided by the Office of Education, which should always be consulted for a definitive interpretation of the Work-Study law and regulations. The information contained herein concerning CWSP eligibility is for your guidance only and is NOT official. See Section , About the Federal College Work-Study Program.

A student must meet ALL the following criteria to be eligible for CWSP assistance:

- 1) Be enrolled, or accepted for enrollment, as a full-time student at a qualified institution;
- 2) Be a citizen of the United States, or have intention of becoming a citizen;
- 3) Be capable of maintaining a good academic standing while employed and,
- 4) Be in need of the earnings from part-time or summer employment in order to continue his higher education.



Enrollment as a full-time student does not necessarily mean matriculated status.

The determination of need rests at the sole discretion of the certifying institution. However, Federal law requires that students from "low-income" families receive preference in the allocation of Work-Study funds. Such students must be accommodated under the Work-Study program of the institution, if they apply for such assistance, before other eligible but not "low-income" students. Although not mandated under the law, it is urged that institutions make an affirmative effort to identify and assist "low-income" students through CWSP and the URBAN CORPS. Participation can be of great value to such students, both financially and intellectually. Consult the Regional Office of the Office of Education for the latest guidelines determining "low-income" status

Once the "low-income" students have been accommodated, other needy students may receive Work-Study assistance. The college is charged with determining that a student requires such assistance in order to continue with school. Although the Office of Education has not defined "need" with exactness, it has emphasized that CWSP must be considered an integral part of the student's entire financial aid package. Need must therefore, under this interpretation, be determined on the basis of total student costs versus total resources, including such other forms of assistance as NDEA loans, grants-in-aid, scholarships and fellowships. It should be noted that in determining the student's resources, special family conditions should be considered. Likewise, consult the latest Office of Education memoranda concerning the analysis of need emancipated, married and graduate students.

WHEN IN DOUBT, CONSULT THE OFFICE OF EDUCATION.

#### B. Volunteers

Students who wish to participate in the URBAN CORPS as uncompensated volunteers (or through special non-CWSP funding arranged through their college) may obtain the same substantive assignments as CWSP students.

#### C. Non-CWSP Sponsored

Through donations from businesses and foundations the URBAN CORPS is able to support a limited number of applicants not certified for CWSP or applicants from colleges with few CWSP grants. The URBAN CORPS Placement Committee considers such applicants using the following criteria:

- I. Genuine interest in educational concept of URBAN CORPS experience,
- II. Educational and job experience relevant to applied for job category
- III. Financial need,
- IV. Atlanta resident



Due to the large number of financial sponsors of the URBAN CORPS, a uniform description of each financial arrangement is impossible. The main financial source for intern salaries is CWSP funding. However, some agencies and departments have made special agreements to provide more than the 20% matching fund required for matching CWSP. Certain agencies are funding the full cost of their interns and have forwarded this money to the URBAN CORPS in advance of the work period. A few agencies have "financial sponsors" that pay the full cost of their interns directly to the URBAN CORPS. VISTA is presently sponsoring the full cost of 25 interns for select agencies. These students are counted as VISTA "Associates" as well as interns in the URBAN CORPS.

All students not certified by their college for CWSP funding are given equal consideration for placement under the above non-CWSP funded positions.

The URBAN CORPS also solicits funds from businesses and foundations. These funds, unless earmarked for certain interns or agencies, are used to place non-CWSP interns in agencies that cannot financially afford to pay full cost. These intern slots are chosen on the relevancy of the internship, the need of the agency and the educational experience the intern might receive. These solicited funds are also used to fund URBAN CORPS staff intern positions.

The basis financial source of each internship is one of the following:

1. College Work-Study--80%, Agency--20%
2. Agency 100%
3. URBAN CORPS--80%, Agency 20%
4. URBAN CORPS 100% (staff positions)
5. Agency interns funded 100% by other party (VISTA)

Anyone interested in contributing funds should contact the FISCAL DIRECTOR. All donations are tax deductible.



## II-2. The Assignment

URBAN CORPS internship assignments are designed with the dual purpose of providing the student with a meaningful experience in urban government while allowing the department or agency to obtain the maximum benefit of his training, enthusiasm and motivation. Every assignment must be individually described by the requesting agency or department, and is evaluated by the URBAN CORPS Placement Committee.

Participating agencies are required to provide at least 20% of the interns gross income in advance, plus 5% administrative costs and Workman's Compensation reimbursement for the URBAN CORPS. Agencies are encouraged to sponsor internships at full cost in order to increase participation for Non-CWSP interns. Specific financial arrangements should be referred to the URBAN CORPS Fiscal Director. (See Section II-1 for specific details)

Priority in filling all internship requests depend upon the significance of the position to the intern and the method of finance.

### A. City Government Departments

Internship requests from City Departments should be directed to the URBAN CORPS Internship Developer. Each intern position must be described in detail on the Internship Assignment Form. Completion of this form does not guarantee placement. Internship position requests must signify at least a 20% gross income compensation to the URBAN CORPS. Positions financed at full cost by the department will receive priority in placement.

### B. Non-City-Government Agencies

Non-City-government agencies are required to sign a contract with the URBAN CORPS to finalize internship assignment. Details of this contract include legal status and responsibility of the Agency and the URBAN CORPS. It also includes financial obligations and certification of advance costs of the internship to the URBAN CORPS. (See Section II-1C for specific details)

### C. Types of Assignments

Assignments may be of several types. The majority of assignments are within existing agencies and departments, on on-going projects. URBAN CORPS interns thus serve to expand the existing professional and pre-professional staff, permitting expanded, more comprehensive programming. Other assignments make the student a part of special task-force groups established specifically for URBAN CORPS interns. Such groups may include faculty members and other specialists, in addition to senior city personnel. Students may also be assigned to the Central Staff of the URBAN CORPS, working on the administration and operation of the program itself.

Only assignments which will not displace existing workers, impair contracts for services, nor involve political or sectarian activities may be approved for URBAN CORPS interns.



### II-3. Selecting the Assignment

Each student has the opportunity to select the area in which he wishes to participate. The "INDEX TO ASSIGNMENT CATEGORIES" lists more than seventy functional areas in which students may be assigned. From this Index, the student selects four categories of interest, listing them in order of preference on his application. The Index is kept up-to-date by regular supplements.

### II-4. The Application

#### A. General Information

Students applying for internship assignments with the URBAN CORPS must complete the appropriate application form. A properly completed application will expedite placement; an illegible, incomplete or improperly completed application will delay processing and may result in a less suitable assignment and possible loss or delay in compensation. Applications are available on each campus through the Office of Financial Aid.

### II-5. Placement

#### A. Placing the Student

The purpose of the URBAN CORPS is to provide the student with a meaningful assignment. Therefore, the proper placement of each student is central to the overall success of the program. The following criteria are used in determining the appropriate internship assignment:

- a. The student's preference;
- b. The student's relevant experience and abilities;
- c. The student's academic level and major;
- d. The student's vocational goals; and
- e. The student's maturity.

Each application is treated separately, matched to a specific intern request.

#### B. Notification of Assignment

After placement is completed, the student will be sent an INTERNSHIP ASSIGNMENT form, together with instructions for its completion, and for the interview required before the assignment may be authorized. Every applicant, whether compensated or volunteer, will receive an ASSIGNMENT FORM.

The student must be informed that it is his obligation to comply with the instructions on the Internship Assignment Form. Failure to do so will



will cause delay in compensation and may result in another student being assigned to the position in his place.

Questions concerning placement should be directed to the Placement Unit, URBAN CORPS.

## II-6. The Interview

To insure that the student fully understands the nature of his assignment, and that the agency or department to which he is assigned is satisfied with his qualifications, an interview is required of all applicants before they may commence their assignment. The interview is with a designated coordinator for the agency or department to which the student is assigned.

The Internship Assignment form indicates the name, address and telephone number of the agency coordinator. The student must arrange with the coordinator for an interview before he starts work. If a personal interview is impossible, the student may arrange for an interview by telephone or by exchange of correspondence. In any event, the appropriate portions of the Internship Assignment form must be completed in accordance with the instructions on the reverse of the form.

The interview is important to the student in that it gives him an opportunity to decide, before he starts his assignment, whether the assignment is appropriate. The interview also allows the supervisor to determine if the assigned intern is satisfactory for his needs.

Both the supervisor and the intern must sign the Internship Assignment Form and fill in appropriate information before assignment is complete. Only after the URBAN CORPS HAS RECEIVED THE CORRECTLY COMPLETED ASSIGNMENT FORM IS THE INTERN CONSIDERED ON THE PAYROLL RECORDS.

## II-7 Change of Assignment

### A. The Initial Assignment

The fundamental purpose of the URBAN CORPS is to provide the student with the opportunity for a meaningful experience. This is predicated on the student obtaining an assignment which will interest and stimulate him. Therefore, when an assignment is made the student has the opportunity to review it and if he or the agency feels the assignment will not be of benefit, either may request a change. Requests for re-assignment are reviewed by the Director of Placement. Re-assignment may be undertaken as often as necessary to assure a profitable internship experience.

It should be noted, however, that certain categories of assignment are limited. Students should consider their own level of experience and training in relation to the assignment requested. While re-assignments receive priority in processing, delay is inevitable.

It is advisable that students contact the agency or department coordinator listed on the Internship Assignment to determine the exact content of the assignment before deciding on a re-assignment. See Section II-6, The Interview.



## C. Transferring Assignments

During the course of the internship assignment, it may become apparent that the assignment is not suitable for the student. This situation may arise in several ways. The student may realize after a few days that the assignment does not fulfill his needs, or the supervisor may determine that the student is under-or-over-qualified for the assignment. It may also happen that an assignment designed to last the full summer may be completed more rapidly, or for other reasons the nature of the assignment may change. For these reasons a transfer procedure has been developed to offer the prompt resolution of placement difficulties, while guarding against frivolous assignment switching.

When a potential assignment difficulty is identified by the student, his supervisor, or a member of the URBAN CORPS Field Evaluation Unit, a Field Evaluator will meet with the student and his supervisor to discuss the problem. Often an assignment problem may be resolved through a discussion of the work involved and the difficulties found. Where the problem cannot so be resolved, the Field Evaluator will prepare a report for the Director of Placement, who will review the student's assignment in the light of the assignment specifications and the student's application. If it is determined that a transfer is not arranged, the student will be so notified. He may, if he still desires transfer, appeal this decision to the URBAN CORPS Personnel Committee.

## III. SUPERVISION - EVALUATION

### III-1. Supervision

Assignments for URBAN CORPS interns are approved only upon the assurance that adequate supervision will be provided during the period of the internship. The availability of such supervision is reviewed and evaluated by the URBAN CORPS Placement and Evaluation Committees. The level of supervision depends upon the nature of the assignment and the experience of the intern. This is designed to offer students the opportunity for maximum initiative and creative flexibility consistent with the capabilities of the individual and the requirements of the assignment.

Especially in the case of group projects, experienced graduate students may supplement the supervisory personnel provided by the agency or department. This has been found to offer the advantages of close supervision while permitting more extensive project groups to effectively operate.

In special areas college faculty and other specialists may work directly with the student interns and professional personnel to provide the opportunity for creative programming.

In all cases, the student's work hours and performance is certified by a qualified employee of the department or agency directly responsible for the supervision of the intern. The college coordinator of financial aid receives a completed copy of the Internship Assignment for each student, indicating the name, address and telephone number of the student's immediate supervisor, and description of the internship project.



The immediate supervisor is responsible for collecting, certifying, and delivering to the URBAN CORPS time sheets on each intern for payroll purposes. (See Section IV - 3 - - Time Cards)

"In a limited way I know what my mission is. Now what I would like to know is what you know that would be helpful to me in the pursuit and in the re-examination of that mission." (An Intern)

When a student accepts an URBAN CORPS internship appointment, he knows in a limited way what his mission is. The supervisor's task is to provide the interpretive assistance looked for in the pursuit and re-examination of that mission.

### III-2. Suspension and Discipline

URBAN CORPS interns who fail to properly perform their assignment may be suspended by their immediate supervisor. Such suspension will be immediately reported to the URBAN CORPS and thoroughly reviewed. Where such action is warranted a student may be transferred to another assignment or, in the case of serious misconduct, dismissed from the program. Any disciplinary action will be immediately reported to the student's college financial aid office.

Disciplinary action may only be taken upon the approval of the URBAN CORPS Personnel Committee. The student, his supervisor, and the agency coordinator may be asked to appear before the committee before action is taken. A representative of the college may sit in on any meetings of the committee concerning its students.

### III-3. Evaluation

The evaluation of the performance of URBAN CORPS interns is carried out at several levels. These include the immediate supervisor, the coordinator of the agency or department to which the student is assigned, a field evaluation unit and the intern himself.

Both the student and his supervisor are queried during the course of the internship as to their opinions of the internship experience and performance. The coordinator of the agency or department to which the student is assigned is likewise charged with the task of maintaining on going evaluation of the performance of interns within his jurisdiction. These evaluations are available to the student's institution, which also may have direct access to the concerned parties.

An integral part of the program the URBAN CORPS has a professional Field Evaluation Staff trained in personnel work. The Field Evaluation Staff has several purposes. They will routinely visit each intern and supervisor on the job site, evaluate the performance of the student and the quality of the assignment, and provide direct assistance to students and supervisors in the resolution of difficulties. (See Section II-7, Change of Assignment) Written field reports are compiled and are available to the institution for inspection.



Each intern will have a specific contact person on the Evaluation Staff throughout the internship.

#### III-4 Education Aspects

"When the idea of service is put into action it changes the nature of education. Education becomes an integral part of living, not just a preparation for life. It becomes a lifelong joy in the discovery of yourself and your relation to the world. It is realizing that every person and institution is vulnerable to the forces around them. Thus the need for involvement, for caring.

(Fay Boyer, "Razing the Grad School Ghetto")

In order to insure education relevancy for **each** internship the Field Evaluation Staff will conduct informal seminars utilizing university consultants and representatives of various agencies. These seminars may include all interns on occasion but most group meetings will be structured for smaller intern groups within a specific category such as housing or recreation. These meetings will provide the intern with an overall view of his discipline whether working in a city department, county government or private agency. Professors for Atlanta area colleges will serve as educational consultants for these students and will be available to visit interns and supervisors on job locations to provide professional advice on project implementation and final intern reports.

#### III-5. Final Report

The culmination of the internship will be the final report. It is a report written for the intern's department or agency and prepared under the guidance of the intern's supervisor and URBAN CORPS Field Evaluation Staff. It is required under the terms of appointment by the URBAN CORPS.

The final report is not a diary - it is not an English theme. It is written for the agency to provide a documented report on the problems, scope, and results of the internship and the overall agency.

Specific "cook-book" direction cannot be followed on these reports, but general guidelines are included below to help insure some uniform skeleton for all reports. Each intern should discuss his report objectives and problems with the Field Evaluation Staff contact early in the internship.

##### A. General Suggestions for the Intern

The writing of your final report will naturally have to wait until the completion of the field work (where applicable), but it should be planned from the very beginning of your project. The content and structure of a good report are related directly to the nature and scope of the study and to the methods used in gathering, recording and interpreting data. The **scope**, i.e., geographical area and objectives of the project should be clearly defined.



The methods used in pursuing the project should be recorded.

Most of your time will be spent gathering data from books, articles, documents, reports and from many individuals. You may use one or all of these approaches, but the personal interview will probably constitute a chief source of information. Whatever the source, it should be relevant to the objectives of your study and documented i.e., the source or person should be accurately recorded. Titles of persons interviewed are important and should be noted. A field notebook is essential. Don't rely on memory; write it down on the spot. A procedure found helpful by many investigators is transferring the notebook to cards, which are filed by topic.

You should submit intermittent progress reports to your Field Evaluation contact during your internship. These reports and careful attention to notes will greatly simplify the compilation of the final report. As the project progresses, the format and substance of the final report should be considered in your data collection and the form you use is your intermittent reports. If you use this approach, you will find that the preparation of your final report has been made much quicker and easier. Don't allow your interim reports to become merely statements of activities. These can be included, but let the report reflect your progress in understanding and interpreting your project.

#### B. Organization of the Final Report

The following general organization format has been used in some earlier final reports. It may suggest a form and order of presentation that will fit your study.

- a. Cover Sheet - name of project, intern, department or agency, and intern supervisor. Date of report - month and year.
- b. Contents - title of major sections with page numbers. Double spaced, one side of page.
- c. Highlights - succinct statements of major findings, observations and suggestions.
- d. Introduction - general description of project; relation to overall problem of internship; statement on methodology.
- e. Objectives - concise statements of what internship seeks to accomplish.
- f. Description of Internship Area - location, responsibility and purpose of agency or department, part it plays in Metro-Atlanta, description of neighborhood (where applicable), etc.
- g. Findings - presentation of content and substance of internship activities. Primary attention to case histories, actual happenings, interviews and accurate documentation is essential.



- h. Conclusions - your personal opinion of interpretations drawn from data presented in preceding section.
- i. Recommendations - these should grow out of conclusions; concise explanation of recommendations and methods of implementation.
- j. Supplemental materials (appendix)
  - (1) Acknowledgements - list of people consulted or assisting with project.
  - (2) Bibliography - list of books, articles, or other information sources cited in body of report or pertinent to objectives of study.
  - (3) Tables, charts, diagrams.

The final project report covering the internship project and the intern's findings and conclusions shall be submitted to the URBAN CORPS at the end of the internship appointment, or within 30 days thereafter. Failure to submit the report within 30 days of the internship termination will result in forfeiture of the final internship payment.

The final typewritten draft should require little editing. When received by the URBAN CORPS, the manuscript should be in academically acceptable form.

#### C. Publication

All materials collected during the internship assignment shall be considered as belonging to the local sponsoring organization unless other arrangements are made by the URBAN CORPS.

Interns may publish the results of their projects, or any portions thereof, only with the written permission of the URBAN CORPS. After editing the URBAN CORPS will provide the agencies a copy of the final report upon receipt of a written request made by the Agency or department head.

#### IV. COMPENSATION

##### IV-1. General Information

Eligible URBAN CORPS interns may receive compensation through the Federal College Work-Study Program. The amount and method of compensation of such students is governed by the terms of the agreement entered into between the institution and the City of Atlanta, by the provisions of the Economic Opportunity Act of 1964, as amended, by regulations promulgated by the Office of Education and by the regulations and ordinances of the City of Atlanta.

URBAN CORPS interns are by action of the Board of Alderman of the City of Atlanta, employees of the City under the generic title of "casual employees." Irregardless of agency assignment all interns (unless specially arranged) will be paid from the URBAN CORPS Payroll.



Under the terms of the agreement between the institution and the URBAN CORPS, the URBAN CORPS provides the requisite "matching grant" to the CWSP contribution. By the terms of such agreement, payroll is prepared by the City. A special contract between the City and other non-profit, public interest agencies allows interns to be assigned by the URBAN CORPS.. (See II-2B)

#### IV-2. Rate of Pay

Stipends are determined by agreement between the institution **City**, and **URBAN CORPS**. The scale of stipends, as set forth in the schedule annexed to said agreement, varies the rate of pay in accordance with academic level of the student, as of the beginning date of the internship. For the summer program the scale is as follows:

Entering Freshman . . . . .	\$1.80/hour
Between freshmen & sophomore years. . . . .	\$1.80/hour
Between sophomore & junior years. . . . .	\$2.20/hour
Between junior & senior years . . . . .	\$2.20/hour
Between senior years and first year of graduate or professional school . . . . .	\$2.50/hour
Between subsequent years of graduate or professional school . . . . .	\$2.50/hour

Graduate and professional students are defined as students pursuing a degree beyond the bachelor's.

#### IV-3. Hours and Time Reports

Maximum hours are determined by agreement **between** the institution and the URBAN CORPS, within the maximum limits set forth under the applicable Federal law and regulations. Hours may vary within the maximum limits set forth in the agreement in accordance with the requirements of the specific internship assignment.

It is the obligation of the student to limit his participation to the maximum number of hours permitted by law and through the agreement. Work performed in excess of the stated maximum can not be compensated. There is no provision for overtime work periods.

Federal law and municipal regulations require that a written time record be maintained for each student under CWSP or other funded positions. A uniform Time Report form has been prepared for use by all URBAN CORPS interns.



See Appendix A for a sample properly completed Time Report card. Daily time records are maintained by the student on the Time Card, and certified as to accuracy at the end of each payroll period by the student's immediate supervisor.

Time Report cards are forwarded to the URBAN CORPS Payroll Department for processing, in accordance with the schedule of payroll periods. (See Section IV-7B)

Accurately completed Time Report cards will expedite payroll processing; illegible, incorrect or late Time Report cards seriously delay payment and can possibly delay the entire payroll for all interns.

Certified statements of time worked and compensation will be sent to the institution for its records.

#### IV-4. Absences

Under applicable Federal Law, students compensated under CWSP are hourly employees, and therefore may only be compensated for time actually worked. There is no provision for vacation, holiday or sick leave time. A student who is absent from his assignment for any reason may not receive compensation for that time. However, students may make up lost time by working up to but not in excess of the limits provided under Federal law and the agreement between their college and the URBAN CORPS.

#### IV-5. Social Security and Taxes

As employees of the City of Atlanta interns will not pay Social Security since City employees have a special retirement plan. No deduction will be made for the City retirement plan from intern's paychecks.

For the purposes of income taxation, URBAN CORPS interns are treated as any employee of the City of Atlanta. All applicable Federal and Georgia State taxes are withheld, reported and remitted as required by law. Student interns receive W-2 forms, compiled by the Comptroller of the City of Atlanta, shortly after the first of the year following their internship.

All interns are required to file a state and federal Employee Withholding Certificate (Georgia Form G-4, Federal Form W-4) with the URBAN CORPS. These should be completed before the work period begins for payroll withholding purposes. **FAILURE TO COMPLETE THE NECESSARY FORMS WILL DELAY INTERN'S PAYMENT. IT IS THE RESPONSIBILITY OF THE INTERN TO COMPLETE THESE FORMS.** Consult the URBAN CORPS Payroll Department for Additional details.

#### IV-6. Workmen's Compensation

URBAN CORPS student interns are employees of the City of Atlanta, under the generic title "Casual Employee." By the order of the Mayor, URBAN CORPS student interns are covered under the program of Workmen's Compensation.

In the event of a work-related injury which may be compensable under the Workmen's Compensation Law of the State of Georgia, the student should

immediately inform his supervisor and complete, as soon as possible, an "Employee's Notice of Injury." This form may be obtained where the student is assigned, or at the URBAN CORPS office. The agency where the student is assigned will also file an employer's report of the injury, as required by law.

Please note that not all injuries are compensable under the Workmen's Compensation Law. To protect the student, the proper forms should in any case be promptly completed and filed.

In the event of potentially compensable injury, as in the case of any serious injury or prolonged illness, the student (or a friend or relative) should inform the URBAN CORPS office. Advice and assistance are always available.

#### IV-7. Central Payroll System

##### A. Introduction

The scope and size of the URBAN CORPS has mandated an improved system of compensating students receiving stipends under CWSP. In cooperation with the Office of Education and the Office of the Comptroller of the City of Atlanta, a Central Payroll System has been established to provide the most efficient means of processing student payrolls. Under this system payrolls are prepared by the City of Atlanta, which assumes all responsibility for check processing, the withholding of appropriate taxes and the required reporting to Federal and State taxing authorities. The responsibility of the participating institution is limited to approving payrolls and providing, bi-weekly on the basis of proof of work performed, the requisite amount from the Federal CWSP grant. The agreement entered into between the institution and the URBAN CORPS sets forth the basic provisions of the Central Payroll System.

Non-city agencies utilizing interns are not responsible for writing payroll checks. Special URBAN CORPS contracts with these non-city agencies specifies a one-time advance payment for intern compensation.

Questions concerning the Central Payroll System or Agency Contracts should be addressed to the Fiscal Director, URBAN CORPS.

##### B. Summary of Operations

The Central Payroll System makes use of the extensive payroll processing capabilities of the Office of the Comptroller of the City of Atlanta. The process is as follows:

1. Interns record their work hours on standard Time Report cards. See Appendix A.
2. At the end of each bi-weekly payroll period, the Time Report is certified as to accuracy by the immediate supervisor of the intern.



3. Work report periods end on the 2nd & 4th Monday of each month. Time Report cards are delivered to the URBAN CORPS Payroll Department by 12 noon on the Monday ending each pay period. The Urban Corps Payroll Department is located in the City Hall Basement in the Data Processing area.
4. STATEMENT of compensation due is prepared for each institution. Such statement includes the total payroll for all CWSP students from the college submitting Time Report cards for the period and a computation of the amount due from the college's CWSP grant.
5. The Statement is forwarded to the institution, together with a certified statement of hours worked, and a listing of the institution's students with their identifying numbers and rate of pay.
6. Upon receipt of the Statement and the Time Report cards, the institution may verify the accuracy of the proposed payments and determine that the proper students have been charged to its account. Upon verification, the institution draws one check, to the order of "The City of Atlanta URBAN CORPS" for the requisite amount (total compensation less the URBAN CORPS share) and forwards the check to the URBAN CORPS.
7. If discrepancies are found by the institution, appropriate procedures are provided to insure prompt payment of the correctly charged students while holding payment of those in question.
8. Each institution receives a copy of the official Payroll Sheets for each pay period, providing the following information: name of student, identifying number, rate of pay, gross pay, itemized deductions and net pay. Only CWSP students from the institution are listed. These forms together with certified time records, and the Statement of Compensation Due, constitute information sufficient to satisfy the records requirements of the Office of Education.
9. Intern pay checks will be sent to the intern's department with the regular City payroll where the intern is working for a City of Atlanta department. Pay checks for non-city agency interns must be picked up at the URBAN CORPS office on the Wednesday week, nine days after the Monday on which time cards were turned in.

## V. MISCELLANEOUS

### V-1. Housing and Transportation

The URBAN CORPS does not provide housing nor transportation for interns. Atlanta Transit operates bus lines that will suffice transportation to and from work. Maps and information may be obtained by contacting Atlanta Transits offices.

## V-2. Sickness and Accidents

URBAN CORPS interns who are injured or become sick while at their assignment should notify their immediate supervisor. As "Casual Employees" of the City, interns will not be eligible for sickness benefits nor hospitalization.

## V-3. I. D. Cards

Every intern will be given an URBAN CORPS I. D. Card during orientation day. If the intern terminates employment, he is obligated to turn-in his ID Card.

## V-4. In the Event of Difficulty

### A. Assignment

A student who encounters difficulty with his assignment should be advised as follows

- a. Discuss the problem with his immediate supervisor. In most cases, an open and frank discussion will resolve the difficulty.
- b. If the problem persists, the student should discuss it with his agency or department's URBAN CORPS coordinator. See Items 8 and 9, on the Internship Assignment Form.
- c. In the event neither procedure effectuates a remedy, the student should contact the Field Evaluation Unit. Special telephone numbers will be provided each student for the Field Evaluation Unit. Where warranted, the assignment will be changed. See Section II-7, Change of Assignment.

### B. Compensation

The URBAN CORPS Payroll Problems Unit will immediately investigate all complaints and problems reported to the Central Office, either by the student or through the Field Evaluation Unit.

Students with payroll problems should be advised to contact the URBAN CORPS Payroll Department at 522-4463, ext 367 or 368.





The Following books are suggested as reference material for Urban Corpsmen interested in student-university-community material.

Biddle, William W. and Loureid J., The Community Development Process: The Rediscovery of Local Initiative, New York Holt, Rinehart, Winston, 1965. (Includes an excellent bibliography on all phases of community development.)

Catalog of Federal Programs for Individual and Community Improvement, Washington, D.C. Office of Economic Opportunity, June 1, 1967.

Cremin, Lawrence A., The Republic & the School: Horace Mann on the Education of Free Men, New York, Teachers College Press, 1957

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Colberg, M. R., "Human Capital as a Southern Resource," Southern Economic Journal 29 (January 1963), pp. 1957-66.

Davis, James A., Great Aspirations, Aldine Publishing Company, Chicago, 1964

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A "Freedom Budget" for All Americans, Washington, D C. A. Phillip Randolph Institute, October, 1966

Galbraith, John K., The Affluent Society, Boston Houghton Mifflin, 1958.

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Gardner, John W., Excellence: Can We Be Equal and Excel Too? New York Harper Bros., 1961.

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Harrington, Michael, The Other American, New York The Macmillian Company, 1962.

Katz, Saul M. and McGowan, Frank, A Selected List of U.S. Readings on Development.

Keyserling, Leon H., Progress on Poverty, Washington, D.C. A report of the Conference on Economic Progress, December, 1964.

Lenihan, Kenneth J., 85 Vistas: A Report on the Performance and Experience of the First Volunteers in Service to America, Bureau of Applied Social Research, Columbia University, New York, 1966.



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- Mumford, Lewis, The Urban Prospect, New York: Marcourt, Brace & World Inc., 1968.
- Myrdal, Gunnar, An American Dilemma The Negro Problem and Modern Democracy. New York: Harper and Row, 1962.
- \_\_\_\_\_, Challenge to Affluence, New York Pantheon Books, 1963.
- Pope Paul VI, On the Development of Peoples, Washington, D. C.: United States Catholic Conference, 1967.
- President's Commission on National Goals, Goals for Americans Programs for Action in the Sixties, Englewood Cliffs, New Jersey, Prentice Hall, 1960.
- Shostak, Arthur B., and Gomberg, William, editors, New Perspectives on Poverty, Englewood Cliffs, New Jersey: Prentice Hall, 1965.
- United States Department of Labor, Manpower Report of the President, Washington, D.C. U. S. Government Printing Office, 1967.
- Venn, Grant, Man, Education and Work Post-Secondary Vocational and Technical Education, Washington, D.C. American Council on Education, 1964.
- Warren, Roland, Studying Your Community, New York Russell Sage Foundation, 1955.
- Weisbrod, Burton, The Economics of Poverty An American Paradox, Englewood Cliffs, New Jersey Prentice Hall, 1965.
- Wilson, James W. and Lyons, Edward H., Work Study College Programs. Appraisal and Report of the Study of Cooperative Education, Harper & Brothers, New York, 1961.

HARVARD UNIVERSITY

*Urban Corps*

JOHN FITZGERALD KENNEDY SCHOOL OF GOVERNMENT

INSTITUTE OF POLITICS

78 MOUNT AUBURN STREET  
CAMBRIDGE 02138

29 April 1969

Dear Mr. Williams,

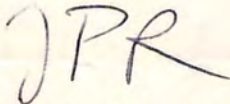
Many thanks for your letter of April 22 and the materials on the Atlanta Urban Corps.

We should be delighted to participate in the Urban Corps except that we have already placed all of the students in this year's intern program. In all, this amounts to 32 students who will be at work in local and state governmental agencies throughout the nation this coming summer. We have great hopes for the success of this program, and for its expansion next summer.

If I may, then, I shall put your materials into the file for next year's program, and be getting directly in touch with you sometime early in the fall. In fact, the South is that geographical area that is most under-represented in our placements for this coming summer, and we should therefore be most anxious to place an outstanding student with you next summer.

Again, then, many thanks for thinking of us. With best wishes and regards, I am,

Sincerely,



John P. Reardon  
(signed in his absence)

copy to The Honorable Ivan Allen, Jr.  
Mayor

Mr. Sam A. Williams  
Staff Director  
Atlanta Urban Corps  
30 Courtland Street, N.E.  
Atlanta, Georgia 30303



April 23, 1969

Dr. Edwin D. Harrison  
President  
Georgia Institute of Technology  
Atlanta, Georgia 30332

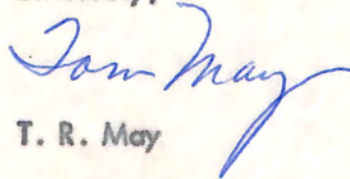
Dear Ed:

I sincerely regret that I will be out of town April 29 and therefore unable to attend the "Atlanta Urban Corps" breakfast.

I have asked Art Jenkins, Director of Industrial Relations, to represent me at the breakfast and fill me in on details.

Best regards.

Sincerely,

A handwritten signature in blue ink that reads "Tom May". The signature is written in a cursive style with a long, sweeping underline.

T. R. May

cc: Hon. Ivan Allen, Jr.



*File*  
*Urban Corps*

Dishwashing, parking cars, pumping gas...are these your ideas of world saving jobs.

How about ours: running a street theatre, planning a playground, serving as an assistant to the Mayor, working on traffic flow problems, or any of several hundred opportunities in all areas of the city. How many times have you said, "If I were running this city things would really be different"? Well we can't give you the keys to City Hall, but we can get you in the front door through the Urban Corps.

The Atlanta Urban Corps is a cooperative program for bringing bright, motivated young people into an intimate involvement with Atlanta's municipal government and inter-city problems. The primary emphasis is aimed at interim employment of college students in Metropolitan government positions and in non-profit agencies.

Available jobs range from administrative posts in city government to social involvement in inter-city communities. The program offers a service-learning experience that acts as an extension of the students' college education by exposing him to "real life" problems by offering him a chance to temper idealism with actuality.

Internships provide not only an educationally relevant experience that simultaneously serves the city and its people, but it also serves as a source of the funds for the student.

The Urban Corps is staffed almost entirely by students. Students started the programme and now colleges, metro governments and businesses are helping to make it a success. It is funded primarily by the Federal Work-Study Program through participating colleges. Students that are financially eligible are funded 80% by their colleges and 20% by the employing agency. Atlanta businessmen and foundations contribute funds for administration and interns not eligible for work-study funding.

Employing agencies include: the City of Atlanta, Fulton County Government, DeKalb County Government, Southern Regional Education Board, VISTA, Southwest YMCA, Grady Hospital, Atlanta Library Boys' Club and others.

Students eligible for Urban Corps include entering freshmen through graduate students. Practically all Atlanta area colleges are participating. Course credit possibility should be discussed with your college dean. Students interested in applying should contact their Student Government Office or apply directly to Atlanta Urban Corps, 30 Courtland St. N.E., Atlanta Ga. 30303. Telephone (404) 524-8091

Mayor Ivan Allen says of the Urban Corps:

"Our young people and our cities can no longer afford to be strangers. The Urban Corps offers Students a chance to be in the mainstream of Atlanta's problems and potentials."



# Atlanta Urban Corps

# application

ENROLLMENT IN <input type="checkbox"/> SUMMER PROGRAM <input type="checkbox"/> ACADEMIC YEAR	AVAILABLE <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME	PREVIOUSLY EMPLOYED IN URBAN CORPS. <input type="checkbox"/> NO IF YES, DATE:	FOR OFFICE USE ONLY COLLEGE _____ INTERN NO. _____
----------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------	----------------------------------------------------------------------------------	----------------------------------------------------------

PLEASE PRINT

PERSONAL	NAME (Last) _____ (First) _____ (Middle) _____		
	PERMANENT ADDRESS _____ (City & State) _____ (Zip Code) _____		TELEPHONE (Area Code) _____
	ADDRESS DURING INTERNSHIP _____ (City & State) _____ (Zip Code) _____		TELEPHONE (Area Code) _____
	DATE OF BIRTH _____	SOCIAL SECURITY NO. _____	MARITAL STATUS <input type="checkbox"/> Single <input type="checkbox"/> Married

EDUCATIONAL	COLLEGE _____ MAJOR FIELD OF STUDY _____	DEG. SOUGHT _____	DEGREE DATE _____	
	ACADEMIC LEVEL (Summer Applicants Use Fall Level) <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior		GRADUATE STUDENT <input type="checkbox"/>	
	FOREIGN LANGUAGE(S) 1. _____ <input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write		2. _____ <input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write	
	AVERAGE (Circle) <b>A B C D</b>	SCHOLASTIC HONORS _____		

PAST EMPLOYMENT (Part or Full Time)	A	EMPLOYER _____	DATE From _____ To _____	SALARY _____
		JOB TITLE AND DUTIES _____		
	B	EMPLOYER _____	DATE From _____ To _____	SALARY _____
		JOB TITLE AND DUTIES _____		
	C	EMPLOYER _____	DATE From _____ To _____	SALARY _____
		JOB TITLE AND DUTIES _____		

If you have participated in Urban Corps circle letter of previously listed "Past Employment" position to which you would like to return. (if any) (Circle One) **A B C**

WORK ASSIGNMENT	PREFERENCE (List in order of interest - See Index for position title and no.)	
	TITLE _____	CODE NO. _____
	NEIGHBORHOOD PREFERENCE _____	AVAILABLE EVENINGS <input type="checkbox"/> Yes <input type="checkbox"/> No

SKILL, INTEREST, ETC.	RELEVANT COURSE(S) - TITLE (In Assignment Area) _____
	SPECIAL SKILLS (Include machines you can operate) _____
	HOBBIES _____
	EXTRA CURRICULAR ACTIVITIES _____
	FUTURE CAREER PLANS _____

If Additional Space is Required Attach a Blank Sheet for Expansion. Place Your Name and College At top of Each.



IN EMERGENCY CONTACT	NAME (Last)	(First)	(Middle Initial)	RELATIONSHIP
	STREET ADDRESS		(City & State)	(Zip Code)
FINANCIAL	The Minimum Amount I must earn this summer to remain in school is \$ _____ .			
	My Parents Total Income is \$ _____ .			
	I would <input type="checkbox"/> would not <input type="checkbox"/> consider working in the Atlanta Urban Corps as a volunteer.			

### STUDENT CERTIFICATION

I, the above named applicant, hereby certify that I am enrolled, or accepted for enrollment, as a full-time student at the institution named. As an ATLANTA URBAN CORPS intern I understand that as an employee of the agency for whom I work I will be expected to perform my assignment in a mature and responsible manner, and will comply with the requirements of the assignment and the instructions of my supervisor. I understand that I may be removed from my assignment and from the Atlanta Urban Corps if I do not perform my work in a proper manner or otherwise do not comply with the regulations of the Atlanta Urban Corps.

\_\_\_\_\_  
(Signature) (Date)

### COLLEGE CERTIFICATION

I, the duly authorized College Work-Study Coordinator of the institution named in this application, hereby authorize the employment of the above named applicant by the Atlanta Urban Corps under the terms of the Agreement entered into between said institution and the Atlanta Urban Corps for the conduct of a work-study program under the Federal College Work-Study Program, as provided by the Economic Opportunity Act of 1964, as amended.

I hereby certify that said institution will provide that portion of the applicant's compensation as provided in said agreement, and that the applicant has been informed of his obligations and limitations under the Work-Study program.

\_\_\_\_\_  
(Authorized Signature) (Title) (College) (Date)

### INSTRUCTIONS (Read Carefully)

Complete the top section of the application form. Check "Summer Program" only when application is made for the summer period. Check "Academic Year Program" for the period from the middle of September through the middle of June.

Check either "Part-Time" or "Full-Time" in accordance with the Federal regulations regarding the Work-Study Program. For periods during which you will not be attending classes, you may work full time.

PERSONAL SECTION: "Address during internship" refers to the address where you can be contacted during the period of your internship. Correspondence during the internship period will be mailed to this address. You must include Zip Code for each address.

EDUCATIONAL SECTION: "College" refers to the institution which certifies your application. If you are graduating or transferring schools, indicate your new college.

PAST EMPLOYMENT SECTION: Include all previous employment. Include in the section any prior Urban Corps internships.

WORK ASSIGNMENT SECTION: Select four categories of interest from the Index of Assignment Categories, and list them in the order of preference.

CERTIFICATIONS: Please read certifications carefully.

FOR OFFICE USE ONLY					
ASSIGNMENT CODE NO.	REASSIGNED	TRANSF.	Date Received	Checked By	Date Payrolled
			Distribution Code	Pay Rate	Withdrawn
			Incomplete		
			RETURNED _____ TO <input type="checkbox"/> College <input type="checkbox"/> Student (Date)		



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(Name of applicant)

ATLANTA URBAN CORPS  
RELATED EXPERIENCE FORM

On the basic Intern application form you were asked to list the four position titles in which you were most interested. This form relates your previous experience to the position for which you are applying.

1. For each of the four positions list your relevant off-campus experience. (Salaried or volunteer.)

Position 1 \_\_\_\_\_

Position 2 \_\_\_\_\_

Position 3 \_\_\_\_\_

Position 4 \_\_\_\_\_

2. For each of the four positions list your relevant on-campus experience. (Academic and nonacademic; formal and informal.)

Position 1. \_\_\_\_\_

Position 2 \_\_\_\_\_

Position 3 \_\_\_\_\_

Position 4 \_\_\_\_\_

3. List any other experiences not mentioned above which you think qualifies you to be an Atlanta Urban Corps Intern.

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INSTRUCTIONS: PLEASE WRITE OR TYPE CLEARLY. BE SPECIFIC ON QUESTIONS ONE AND TWO. YOU MAY BE MORE GENERAL ON QUESTION THREE IF YOU SO DESIRE, AND YOU MAY WRITE ON BACK.



ATLANTA URBAN CORPS  
INTERM CATEGORIES  
1969

A. ADMINISTRATION, MANAGEMENT, AND LAW

- A-01 Public Administration and Management Asst.
- A-02 Labor Relations Asst.
- A-03 Public Relations and Editorial Asst.
- A-04 Personnel Asst.
- A-05 Purchasing Asst.
- A-06 Legal Asst.
- A-07 Accounting Asst.
- A-08 Statistics Asst.
- A-09 Secretarial Asst.

B. SCIENCE AND TECHNOLOGY

- B-01 Laboratory Asst. (Biology)
- B-02 Laboratory Asst. (Chemistry)
- B-03 Clinical Asst. (Medical)
- B-04 Clinical Asst. (Dental)
- B-05 Nursing Asst.
- B-06 Medical Technology Asst.
- B-07 Dietary Asst.
- B-08 Data Processing Asst. (Operations)
- B-09 Data Processing Asst. (Programming and Systems Design)
- B-10 Electrical Engineering Asst.
- B-11 Mechanical Engineering Asst.
- B-12 Civil Engineering Asst.
- B-13 Traffic Engineering Asst.
- B-14 General Engineering Asst.
- B-15 Urban Planning Asst.
- B-16 Production Asst. (Radio, Television, or Film)
- B-17 Graphic Art Asst.

C. SOCIAL SERVICES AND HUMANITIES

- C-01 Social Welfare Asst.
- C-02 Group Work Asst.
- C-03 Community Programs Asst.
- C-04 Mental Health Asst.
- C-05 Recreation Program Asst.
- C-06 Recreation Therapy Asst.
- C-07 Manpower Training Asst.
- C-08 Research Asst. (Psychology or Sociology)
- C-09 Dramatic Arts Asst.
- C-10 Historical Research Asst.

D. EDUCATION

- D-01 Teaching Asst.
- D-02 Education Asst. (Curriculum and Program Development)
- D-03 Library Asst.
- D-04 Audio-Visual Asst.
- D-05 Instructor in the Arts (Music, Drama, Etc.)





## ATLANTA URBAN CORPS

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30 Courtland Street, S. E., Atlanta, Georgia, 30303 Phone - 524-8091

April 29, 1969

### INTRODUCTION

The Atlanta Urban Corps has been the dream of many far sighted, progressive individuals in the City of Atlanta for over a year. It is unique in that it represents a cooperative effort of students, government and business to bring bright, motivated young people into an intimate involvement with Atlanta's municipal government and intercity problems. The primary emphasis is placed on interim employment of college students in metropolitan government and non-profit agencies.

The problems of a metropolitan city are vast; evidence the summer riots, the general dissatisfaction voiced by all sectors of the population. The Atlanta Urban Corps is attempting to involve students in positive solutions to the metropolis; the contributions which will come from students working with city and non-city agencies will be foundations for the improvement of existing programs and the creation of needed ones.

Unique to the Atlanta Urban Corps is the involvement of students in administrative and policy making decisions. The challenge before students today is positive and mature



## ATLANTA URBAN CORPS

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administration of their own methods of bringing about needed change. The Urban Corps offers the students the opportunity to prove his competence in this area.

### WHAT IS AN INTERNSHIP?

An Internship in the Atlanta Urban Corps is a relevant, challenging job in an agency in the Metropolitan Atlanta area. Interns will be used to help solve the problems of urban Atlanta and at the same time will make practical use of their educational backgrounds.

Applications from students will be matched with internship positions which will best utilize the student's education and interest. The Atlanta Urban Corps thus provides the students with a challenging job matching his interests and skills and provides the various agencies in Atlanta with a high-quality manpower resource.

Over 250 interns will work in 15 City Departments and 20 non-City agencies on a variety of projects. Some examples of possible internships and the agency involved are:





## ATLANTA URBAN CORPS

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30 Courtland Street, S. E., Atlanta, Georgia, 30303 Phone - 524-8091

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1. City Planning Department proposes using 8-10 interns to update information in the city data bank, as well as participate in planning for the City of Atlanta.
2. Fulton County may use an intern task force to study zoning on the West Side.
3. The City Department of Parks and Recreation could use up to 40 students in neighborhood recreation programs, park facilities surveys and related programs.
4. Model Cities needs students to work in planning and implementing the Model Cities program.

It is evident that students working in Atlanta Urban Corps Internships this year will find their jobs both challenging and educational.

### PLACEMENT

The Atlanta Urban Corps offers a service-learning experience that acts as an extension of the student's college education by exposing him to "real-life" problems. Students applying to the Atlanta Urban Corps will have the opportunity to indicate their own personal area of interest and will be placed in the program accordingly. The skills and experience of the student will be significantly and usefully tapped by the employing



## ATLANTA URBAN CORPS

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30 Courtland Street, S. E., Atlanta, Georgia, 30303 Phone - 524-8091

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agency and the student in turn will have the opportunity to improve, expand, and promote his areas of expressed interest and competence.

### FINANCING:

Financial support for the Atlanta Urban Corps this summer will come basically from four sources:

1. The College Work Study Program of the Office of Education.
2. The agencies in which interns will be placed, including the City of Atlanta, Fulton County, etc.
3. The Atlanta Business Community.
4. Other sources, such as VISTA and the Southern Regional Education Board.

From these sources, we hope to finance approximately 250 interns for the summer, 1969.

The financing for an internship is on an 80-20% basis with 20% being paid by the agency receiving the intern and 80% from other sources, including funds from business.

The breakdown of Internship financing available for this summer is as follows:





ATLANTA URBAN CORPS

30 Courtland Street, S. E., Atlanta, Georgia, 30303 Phone - 524-8091

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80% Financing

Southern Regional Education Board	20 Interns
College Work Study Grants	150 Interns
VISTA (Full Cost)	25 Interns
	---
	195

20% Financing

City of Atlanta	150 Interns
Non-City Agencies	100 Interns
	---
	250

The Atlanta Urban Corps is seeking the support of the business community for the remaining 50 interns at a cost of \$1,000 per intern. The program in Atlanta is unique in that the business community is offered direct involvement in a program of Urban improvement. The funds received from business will not only increase the total number of interns but will enable the Atlanta Urban Corps to employ students who are not classified "financially needy" by their school, and thus are eligible for College Work Study Funding. It will, in fact, enable the Atlanta Urban Corps to draw from the best students available, regardless of financial need.



ATLANTA URBAN CORPS

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30 Courtland Street, S. E., Atlanta, Georgia, 30303 Phone - 524-8091

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In order to succeed as a truly representative program, the Atlanta Urban Corps needs the financial support of the Atlanta Business Community.

For Further Information Contact:

Bill Adams  
Atlanta Urban Corps  
30 Courtland Street  
Atlanta, Georgia  
524-8091



# ATLANTA URBAN CORPS

30 COURTLAND STREET, N.E. / PHONE [404] 525-2662 / ATLANTA, GEORGIA 30303

April 28, 1969

Funds available for administration of Urban Corps

\$6,000.00 Southern Regional Education Board  
\$1,000.00 Stern Foundation, via Dan Sweat

Internship funds available or tentative obligation (Fed. Work Study Funds)

Georgia Tech 40 at 80%  
DeKalb College 40 at 80%  
Ga. State 8 at 80%  
Emory Univ. 3 at 80%  
Oglethorpe Univ. 1 at 80%  
Atlanta Univ. Complex, including:  
Clark, Spellman, Morehouse, Morris Brown, Atlanta Univ.  
100 at 80%

colleges outside the Atlanta area: Univ. Ga., W. Ga.,  
Univ. of the South, Paine College, etc.

30 at 80%

total work study 222 at 80%

Total number of interns (target) 300.

150 City of Atlanta, 130 Nonprofit public interest agencies  
20 Urban Corps Staff

Non-Work Study intern money available (can be used for 100% fund or 20% matching)

Southern Regional Educational Board \$14,000.00  
Atlanta Univ. Center (City Grant) \$9,000.00  
Fulton County Health Dept. \$5,500.00  
VISTA \$25,000.00  
Private Atlanta Businesses ? ?

Total non-work study \$43,500.00

Average cost of ten week internship \$1,000.00 per intern

Minimum outside funding needed to meet target quota for 300 interns  
and administrative costs.....\$40,000.00

## BOARD OF TRUSTEES

The Atlanta Urban Corps Board of Trustees shall be composed of the outstanding leaders from the student, educational, business and government community in metropolitan Atlanta, including the following:

Student Body Presidents from Atlanta area colleges participating in the Atlanta Urban Corps.

College Presidents from Atlanta area colleges participating in the Atlanta Urban Corps.

The Directors, or their designated representatives, of agencies utilizing five or more interns.

The Directors, or their designated representatives, of agencies sponsoring two or more interns.

Staff Director, Student Director, College Relations Board Chairman.

Members of the Executive Board, and others deemed necessary by a majority of the Board of Trustees.

The term of membership of an individual on the Board of Trustees shall be one year beginning April 1 of each year.

The Board of Trustees shall advise the Executive Board of The Atlanta Urban Corps on the overall development of the college internship program. Members of the Board of Trustees are free to attend all meetings of the Executive Board and to make all pertinent recommendations to the Executive Board as it deems desirable. The Board of Trustees shall be the ultimate policy making body of the Atlanta Urban Corps.

The Board of Trustees shall elect three non-operational professionals to the Executive Board. These three shall include: one representative of participating college financial aid officers, one educator and one at-large.



ATLANTA URBAN CORPS EXECUTIVE BOARD

Student Director

Student elected by College Relations Board

Student elected by College Relations Board

Student elected by College Relations Board

Program Director

Professional representative of Student Financial Aid

Officers of participating colleges

Professional Educator

Professional At-Large

The Executive Board shall be responsible for operational policy that shall be carried out by the Staff Director. Personnel involved in day-to-day responsibilities shall ultimately report to the Staff Director. The Student Director shall work closely with the Staff Director in carrying out these responsibilities.

All members of the Executive Board will automatically be members of the Board of Trustees.

RESPONSIBILITIES OF EXECUTIVE BOARD  
OF ATLANTA URBAN CORPS

The Board has responsibility in the following areas:

1. The Board shall approve all Internship developments and shall determine the areas of Internship. It shall approve all new project areas for Internships.
2. The Board shall reevaluate all Internships and remove or reassign Interns as it deems necessary upon recommendation by the Personnel Committee.
3. The Board shall maintain financial control over funds appropriated to the ATLANTA URBAN CORPS. Administration of said funds shall be the responsibility of the Staff Director.
4. The Board shall act as an appeal grievance Board for all parties in the ATLANTA URBAN CORPS, including both student interns and the departments or agencies to which Interns are assigned.
5. The Board shall determine all policies regarding public relations and information releases.
6. The Board shall determine all educational policies of the ATLANTA URBAN CORPS upon recommendation of the Education Director.
7. The Board shall determine the policy concerning the placement of Urban Corps Interns in agencies.
8. The Board shall assume all responsibilities not herein specified that are deemed necessary to assure the success of the ATLANTA URBAN CORPS.
9. All of the Executive Board policies and decisions are subject to review by the Board of Trustees and the Board of Trustees deems necessary.



## PERSONNEL

Staff Director

Student Director

- I. Secretarial: (3)
  - (1) Secretary
  - (1) Assistant Secretary
  - (1) Clerk
- II. Payroll: (1)
  - (1) Fiscal Director
- III. Internship Development (4)
  - (1) Internship Development Director
  - (3) City, Federal, Extra-city
- IV. Student Recruitment: (10)
  - (1) College Relations Board Chairman
  - (9) Campus Coordinator
- V. Financing: (2)
  - College Work Study Program
    - (1) Student Financial Aid Coordinator
  - Private
    - (1) Private Financial Aid Coordinator
- VI. Field Evaluation: (6) (June - August)
  - (1) Field Evaluation Director
  - (5) Field Staff
- VII. Public Relations: (2)
  - (1) Public Relations Director
  - (1) Public Relations Staff
- VIII. Education: (3)
  - (1) Education Director
  - (2) Education Staff

As initial recruitment and intern development are accomplished these personnel may be shifted to field staff. The Staff Director shall appoint all personnel whose appointment is not specified. These appointments are subject to approval of the Executive Board.

## RESPONSIBILITIES OF THE CENTRAL OFFICE

The Central Office of the Atlanta Urban Corps shall be responsible for the normal day-to-day operation of the Atlanta Urban Corps. Specifically, it is responsible for:

1. Implementing the Internship Program.
2. Processing of Intern requests as directed by the Executive Board.
3. Processing of Student applications.
4. Maintaining public relations.
5. Coordinating the educational aspects of the Atlanta Urban Corps.
6. All other operational aspects of the Atlanta Urban Corps subject to the review of the Executive Board.
7. Development of intern positions in participating agencies.
8. Compiling and printing forms and brochures for use in the Urban Corps.



## ATLANTA URBAN CORPS COLLEGE RELATIONS BOARD

The College Relations Board shall be composed of one student representative from each of the Atlanta area participating colleges of the Atlanta Urban Corps. Said representatives shall be nominated by the preceding College Relations Board and approved by the Student Governments on the respective campuses.

The College Relations Board shall elect the Student Director, the College Relations Board Chairman, and approve the Internship Development Director appointed by the Program Director. The College Relations Board shall have the power to remove any of its selections to the above positions by a unanimous vote of the Board. Above selections shall serve as ex-officio members of the College Relations Board. The College Relations Board shall nominate three non-operational members of the Executive Board subject to the approval of the Board of Trustees.

The Board shall advise the Student Director, College Relations Director, the Internship Development Director, and the Field Evaluations Director in all matters pertaining to the relationship between participating colleges and its students and the Atlanta Urban Corps. Each representative to the Board shall be considered the Atlanta Urban Corps coordinator for his college and shall represent the Urban Corps on his own campus.

## EDUCATION BOARD

The Education Board of the Atlanta Urban Corps shall be responsible for the educational aspects of the Atlanta Urban Corps. Specifically:

1. The Board shall be responsible for making recommendations to the Personnel Committee and to the Executive Board concerning the educational aspects of the Internships.
2. The Board shall be responsible for involving the academic community in the program in a meaningful manner.
3. The Education Board shall recommend all seminars or additional educational courses to the Executive Board. It shall also be responsible for exploration of course credit possibilities between participating colleges and students and also utilization of existing courses for use by interns.

The Education Board shall be chaired by the Education Director. The size and membership shall be determined by the Executive Board. The Student Director shall appoint all student representatives to the Education Board subject to the approval of the College Relations Board.



## PERSONNEL COMMITTEE

### Members

Staff Director - Chairman  
Student Director  
Intern coordinator from City Government  
Education Director  
Field Evaluation Director  
Internship Development Director  
College Relations Chairman  
Internship Coordinator from Extra-city agencies

### RESPONSIBILITIES OF THE PERSONNEL COMMITTEE ATLANTA URBAN CORPS

The Personnel Committee of the ATLANTA URBAN CORPS is generally responsible for the placement and evaluation of Interns. It makes recommendations to the Executive Board concerning all aspects of personnel relations. Specifically, the Committee is responsible for:

1. Making recommendations regarding internship positions to the Executive Board.
2. Approving the initial assignment of all Interns.
3. Making recommendations to the Executive Board on the removal or reassignment of Interns.
4. Reassigning those Interns that require reassignment.
5. Consider all problems concerning personnel relations between the Interns and their Supervisors.
6. The Personnel Committee shall act as the appeal board for all grievances, based on recommendations of the Field Evaluation Unit.

## FIELD EVALUATION UNIT

The purpose of this Field Evaluation Unit is two-fold. to provide an independent evaluation of the performance of the student and the quality of the assignment, and to provide direct assistance to students and supervisors in the resolution of difficulties. Written field reports will be compiled and made available to the institution or sponsoring agency. Field staff members will routinely visit students at their work locations, conducting structured interviews with them and their supervisors.

A joint evaluation and recommendation report will be made on the entire program by the field evaluation unit and the Education Board near the end of the work period.