

ATLANTA

URBAN

CORPS

INTERNSHIP HANDBOOK

1969

ATLANTA URBAN CORPS  
30 Courtland Street, N. E.  
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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.

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