**2020 Los Angeles County Arts Internship Program ORGANIZATION – INTERN AGREEMENT**

# Organization:

Supervisor Name:

Intern Name:

Internship Position Title:

Supervisor: please review each item with the intern. Fill in the information where requested. Supervisor and intern will **digitally** initial each item as discussed.

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| **FOR REVIEW:** | **Supe Initials** | **Intern Initials** |
| Intern will report for work assignments at (location) OR working remotely (describe): |  |  |
| The first day the intern will report to work will be on (day, date, and time): |  |  |
| The general work schedule for the intern will be:**[The intern cannot work more than 8 hours per day, 40 hours per week or less than 15 hours per week. If intern works overtime, organization is responsible for paying overtime hours. Please include any changes that will occur when the intern goes back to school, if applicable.]** |  |  |
| The last day the intern will report to work will be on (day, date):**[All 400 hours of the internship must be completed by March 1, 2021]** |  |  |
| Regular check-ins with the intern will occur: |  |  |
| The supervisor and intern discussed that if the intern must use own vehicle for work purposes other than driving to and from work (such as running errands for work or driving to a secondary work site) mileage will be reimbursed by the organization. Public transit costs for required travel will also be reimbursed.[ ] Yes |  |  |
| The supervisor discussed with the intern the principal job duties, responsibilities, and learning objectives. [ ] Yes |  |  |

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| **TOPIC / INFORMATION** | **Supe Initials** | **Intern Initials** |
| The supervisor reviewed payment procedure and tax filing status with the intern.[ ] YesThe intern will be paid $15.00 an hour according to the following schedule: |  |  |
| The intern has provided the supervisor/organization with the person to call in case of an emergency.[ ] YesWhom to call: Telephone: |  |  |
| The supervisor has discussed the larger Los Angeles County Arts Internship Program and the additional virtual educational components of the program with the intern, and explained that they must make every effort to attend:* **Virtual Arts Summit Day** (Wednesday, October 7, Second event TBD)
* **A minimum of 1 Peer Group Event** (held 2-3 times a month) **during their internship.**
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| The supervisor has informed the intern that the intern will be responsible for completing **pre-program** and **post-program surveys** as well as a thank you letter to the Board of Supervisors. These surveys completed by the intern will ***not*** be reviewed by the supervisor. They will be submitted electronically.[ ] Yes |  |  |
| By participating in the program, the intern consents that photos may be taken of the intern during the educational events and that these photographs may be used by the Los Angeles County Department of Arts and Culture for documenting or promoting the internship program.[ ] Yes [ ] No |  |  |
| Staff members and relatives of staff and board members of the organization may not be considered for internship positions at the organization. Initialing boxes certifies that intern is neither a past staff member nor a relative of staff and/orboard members of the organization. |  |  |
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| Supervisor Signature: | Date: |
| Intern Signature: | Date: |