



LIFT L.A.
LASTING INTERNSHIPS FOR TOMORROW'S LOS ANGELES
"PAVING THE WAY FOR THE FUTURE"
INTERN ASSIGNMENT SHEET



(Due: Intern's First Day)

INTERN INFORMATION:

Name: _____
Position: _____ Department: _____
Location: _____
City: _____ State: _____ Zip Code: _____
Cell Phone: _____ Personal E-mail: _____

DEPARTMENT INFORMATION:

Supervisor: _____
Organization: _____
Position: _____ Department: _____
Location: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ E-mail: _____

**INTERN'S SCHEDULE: (NOT TO EXCEED 8 HOURS PER DAY & 30 HOURS PER WEEK, AND
ARE NOT AUTHORIZED TO WORK WEEKENDS OR HOLIDAYS)**

Monday: _____ Thursday: _____
Tuesday: _____ Friday: _____
Wednesday: _____

HOURS BUDGETED:

Start Date: _____ Total Hours Budgeted: _____
End Date: _____ Actual End Date: _____

ASSIGNMENTS:

Intern will be working on the following projects:

Interns general duties include:

These projects are designed to provide the intern with the opportunity to:

SKILLS:

The intern will use the following skills:

Timesheet signatories

Intern's Supervisor

Name _____
Title _____
Phone: _____ Email: _____

Department's Intern Coordinator

Name _____
Title _____
Phone: _____ Email: _____

- ✓ **SUPERVISION: _____ (SUPERVISOR'S INITIAL)**
- The supervisor will assign a mentor who will confer on a regular basis with the intern, provide guidance, review the intern's assignments, and facilitate professional development. The mentor will also provide the intern with appropriate training for assignments and an overview of the general operations of the organization.

- ✓ **INTERN'S EVALUATION _____ (SUPERVISOR'S INITIAL)**
- The supervisor is responsible for completing and returning the following to TFLA:
 - 3 Month Performance Evaluation
 - Final Performance Evaluation

SUPERVISOR SIGNATURE

DATE

- ✓ **INTERN'S FINAL ESSAY _____ (INTERN'S INITIAL)**
- One month before the conclusion of the internship, the intern is responsible for submitting a Final Essay expressing what they gained from the internship.

INTERN SIGNATURE

DATE