



## Arts Leadership Program (ALP) Intern Host Organization Terms of Employment

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This agreement between the Eastman School of Music and the Internship Host (Host) describes the terms of the program.

### I. GENERAL TERMS OF EMPLOYMENT

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1. Catherine Filene Shouse Arts Leadership Program (ALP) internship positions require a work commitment of 85-100 hours per semester while school is in session, and between 10 and 40 hours per week during the summer or post-graduate employment period.
2. Compensation may come from the Host, a Catherine Filene Shouse (CFS) Fellowship Grant, or a combination of the two.
3. The Host and the Eastman School of Music compensate the student directly. The host will receive no payment from Eastman. In this case, the Host is responsible for all appropriate payroll deductions only from any amount that they might pay. Eastman will make appropriate deductions from the checks that we send to the intern.
4. The intern shall be considered an employee of the Host, and not the Eastman School of Music.
5. Because the Host will have control over the physical site of employment, the Host agrees that the work-site will be in compliance of all applicable OSHA regulations in effect during the period of the internship, and further agrees to hold the Eastman School harmless from any and all that are based upon or arise out of any OSHA violations occurring at the students' place of employment.
6. Neither the Eastman School nor the employer shall have any obligation to provide student interns with transportation to or from work sites, with housing, or with remuneration for such expenses, unless it is agreed to separately.
7. The Host shall provide adequate and responsible direct supervision of student interns in the performance of their work, provide proper and safe working conditions and permit a representative of Eastman to visit the work place if Eastman so desires. After discussions with the ALP staff, and upon reasonable notice, the internship may be terminated prematurely by the Host or by the intern.
8. The Host agrees to provide a written evaluation of student performance and program operation as requested by the Eastman School at the conclusion of the internship for all internships under 3 months. For internships over 3 months the Host will provide a written evaluation of student performance at the halfway point, and again at the conclusion of the internship.

### II. CATHERINE FILENE SHOUSE FELLOWSHIP GRANTS

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1. The final decision concerning the granting of Catherine Filene Shouse Fellowship funds rests with the Eastman School of Music.
2. Grants will be processed after all supporting documentation is received from the Intern and Intern Host, including the Intern Contract, Intern Host Application, Intern Job Description and Intern Application. The Host is responsible for completing the Intern Contract, Intern Host Application, and Intern Job Description and returning them to the ALP office prior to commencing of any work. The student is responsible for submitting the Intern Application. Grants will be paid directly to the student.
3. There are limited funds available. Grants will be made on a first come, first serve basis until all funds are exhausted.