



## **FREQUENTLY ASKED QUESTIONS for Internship Sites**

### **What is Spotlight on the Arts?**

Spotlight is a summer workforce development and enrichment training program that includes *internships at arts organizations, workshops, and individual college and post-secondary counseling*. Spotlight is a program of California Lawyers for the Arts. Since 1993 we have served more than 900 students!

### **What types of youth participate in Spotlight?**

Youth must be 14-17, have an interest in the arts, live in San Francisco, have legal immigration status, and are low-income according to San Francisco Public Housing Eligibility Standards.

### **What do the interns do?**

Based on the site and the interests of the intern, students may train as teaching assistants, in social media, design, marketing, outreach, exhibitions of art work, events and event planning, general office administration including filing, typing, copying, organizing and archiving materials, and more.

### **Do I have to pay my intern?**

No. We provide our participants with a stipend of \$1000 for the seven week program that includes 28 hours of workshops led by CLA staff.

### **How many hours are involved?**

Participants intern for approximately 16 hours per week at their assigned site and attend weekly 4 hour workshops on Friday afternoons.

### **When does it start and end?**

Internships begin on Monday, June 25, 2019 and end on Thursday, August 9, 2018

### **What are my responsibilities as an internship site supervisor?**

- a) Direct supervision for 16 hours a week for their intern, with a back-up supervisor designated in case of absence.
- b) Approval of weekly time sheets.
- c) Completion of two youth evaluation surveys, in the middle and end of the summer. Mid-summer includes a site visit, youth self-evaluation and a discussion about performance facilitated by Spotlight staff
- d) Attendance of a 2-hour supervisor orientation meeting in early June.

### **What is the M.O.U.?**

The Memorandum of Understanding expresses in writing expectations and requirements that must be signed by the internship site and CLA.

### **What if I want to keep my intern for longer than seven weeks?**

Spotlight periodically has funding to support a Continuation Program during the school year for a smaller cohort (7-10) youth.

**What are some other ways I can participate in Spotlight?**

We invite professionals in the arts to speak at our workshops and/or host workshops and provide tours of their organization.. We also appreciate opportunities for informational interviews and job shadowing.

**Why is California Lawyers for the Arts involved with a workforce training program for youth?** CLA's mission is to “empower the creative community by providing education, representation and dispute resolution.” Through Spotlight on the Arts we seek to expose youth to the arts, work-based learning, and college preparedness.

**I might personally benefit from the services offered by CLA – how can I get involved?**

CLA offers a number of tiers for membership. Benefits include discounts on legal referral services, educational programs and publications.