June 14, 1974



OFFICE OF NEIGHBORHOOD ASSOCIATIONS MARY PEDERSEN COORDINATOR 1220 S.W. FIFTH AVE. PORTLAND, OREGON 97204 503/2484519

WICHE Resources Development Internship P. O. Drawer P Boulder, Colorado 80302

Dear WICHE:

After all the formalities had been cleared away, the Project Advisory Committee met on Tuesday, June 11 to select a student for the Black Oral History Project. We interviewed three students in some depth, and then chose Eric Harper, a graduate student. He is enrolled at the M.B.A. program at the University of North Iowa. His undergraduate work was completed in Portland, and this is his home. He begins work Monday, June 17.

After discussing the project outline with Larry Skoog of the Oregon Historical Society, we tried to fill out the objectives by week, but found that the closest we could come was drawing up the objectives by month. See the enclosed form.

Everyone here has been very cooperative, and enthused about the possibility of catching some of the oldtimers accomplishments on tape. Larry has been very firm in stating that he would rather have 10 good tapes than a batch of inferior ones. Eric's personality is quite engaging, and his natural ability to put people at ease was perhaps the main reason for his selection.

Thank you very much for the opportunity to meet an unfulfilled need in Portland.

Sincerely,

Mary **¢.** Pedersen Coordinator THE RESOURCES DEVELOPMENT INTERNSHIP PROGRAM

## **Project** Outline

Sponsoring Agency-

Office of Neighborhood Associations City of Portland Project Number -

A335

Project Title -----

Black Oral History in Portland

	Project Supervisor	Position	
	Larry Skoog	Oregon Historical Society	
-	Joel Southwell	Senior Adult Service Center, Director	)
	Objectives To Be Accomp	plished By Intern During Each Of Project's Twelv	e Weeks
	○ Become	familiar with matorials at Wistonical	a

First Week:)	Become familiar with materials at Historical Society
Second:	Meet individuals at the Sr. Adult Service Center
Third:	Talk to NAACP officials about 60th anniversary
Fourth:	Begin talking with older adults about their experiences
Fifth:	Do two taped interviews, then decide a point of
Sixth:	view or approach for the study.
Seventh:	Do 8 more taped interviews.
Eighth: )	Arrange for their transcription.
Ninth:	Write the first draft of the report.
Tenth:	Circulate the report for review to interested persons.
Eleventh:	Collect responses, and check details for accuracy
Twelfth:	Write the second draft of the report.

Local Pr	oject Advisory Committee For T	he Intern Will Include:
Name:	Mary Pedersen	Agency: O of Neighborhood Assns
Name:	Larry Skoog	Ore. Historical Society
Name:	Al Jamison , Director	Portland Model Cities
Name:	Joel Southwell, Director	r Senior Adult Service Center Agency:

June 14, 1974

Eric Harper 2407 NE 10th Portland, Oregon 97212

Dear Eric:

aver 1

I am pleased to inform you officially that your application for an internship in WICHE's Resources Development Internship Program has been approved. Your internship period will last for twelve weeks beginning Monday, June 17, 1974 and will be covered by the terms set forth in the attached Intern Agreement Form.

You should report at 9:30 a.m. to:

Supervisor: Mary Pedersen, City Coordinator Agency: Office of Neighborhood Associations Title of Project: Black Oral History in Portland Address: 405 City Hall, Portland, Oregon 97204 Phone: 248-4519

To cover your living expenses as an intern, you will receive an educational grant of \$95.00 per week. In addition, arrangements for your project-related travel are explained in the "Authorized Expense Budget" in your Handbook.

We would like to receive your official acceptance of this offer by return mail. The enclosed Internship Agreement Form should be used for this purpose. If, for any reason, you cannot accept our offer, please notify us immediately by telephone, collect.

We appreciate your interest in our program and are looking forward to working with you. We are also enclosing a copy of our handbook which will explain our program in greater detail. Your comments or suggestions for improving this program are always sincerely welcome. If you have any questions, please feel free to call us.

Sincerely,

Robert S. Hullinghorst, Director Resources Development Internship Program

cc: Intern Supervisor

### AUTHORIZED EXPENSE BUDGET

In your letter of appointment as an interp it was indicated that WICHE would reimburse you up to a maximum of for travel and miscellaneous expenses which are directly related to your project. It is WICHE's procedure to reimburse you for these expenses at the end of your internship. If your sponsor is paying your expenses directly, you should reach a clear understanding with him as to his agency's procedures as soon as possible.

Page 23 of the <u>Resources</u> <u>Development Internship Program Handbook</u> explains the policies and procedures regarding reimbursable expenses.

\_\_\_\_\_

Intern's Name Eric Harper

Expense Category

Authorized Amount

Use of personal car (to be reimbursed at the rate of 8¢ per mile)

\$40.00

Air transportation (Airline ticket stubs must be submitted with expense voucher)

Lodging (Receipts must be submitted with expense voucher)

Other miscellaneous expenses

YOUR TOTAL AUTHORIZED BUDGET FOR THE TWELVE WEEK PROJECT PERIOD IS

\$40.00

### SCHEDULE OF PAY PERIODS

The pay schedule for your summer internship in WICHE's Resources Development Internship Program is outlined below. Please note that these dates merely identify the start of each pay period. They do not refer to the date on which the stipend checks will be mailed. For a clarification of this point, refer to the sheet on policies and procedures regarding the payment of student intern stipends.

	DATE	AMOUNT
<u>lst Payment</u> Payable at start of project	June 17, 1974	\$228.00
2nd Payment Pay period starts	July 8, 1974	\$228.00
<u>3rd Payment</u> Pay period starts	July 29, 1974	\$228.00
<u>4th Payment</u> Pay period starts	August 19, 1974	\$228.00
5th Payment Payable upon acceptance of final written report or other approved product.	September 9, 1974	\$228.00

Your internship is scheduled to end no later thageptember 9, 1974 At that time your written report should be completed and forwarded to our office with a signed "Sponsor Approval Form." If you anticipate that your project will be completed prior to or later than the termination date stated above, WICHE should be notified to that effect as soon as possible.

RESOURCES DEVELOPMENT INTERNSHIP AGREEMENT P.O. Drawer P, Boulder, Colorado 80302         PROJECT * A335         ORGANIZATION: Office of Neighborhood Associations         Mary Pedersen       Mary Pedersen         Stream: 405 City Hall City Coordinator         City Coordinator         BLACK ORAL HISTORY IN PORTLAND         Bare Statement of Project Totale       248-4519         Project or al history tapes in black neighborhoods, particularly in Model Cities area.       3.         3. To train one black student in community organization.       3.         Sponsor constributions in the amount of \$40 for 500 miles of project-related travel will be forwarded to WICHE         Travel costs in the maximum amount of \$40 for 500 miles of project-related travel will be reinbursed to the intern by the RDIP.         The Intern Program will print the final report and send 60 copies to the Sponsoring Agency.         Magency for project of Partland Magner, C	1420	14207
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ORDINANCE No.

## 138230

An Ordinance authorizing an agreement with Western Interstate Commission for Higher Education to provide one student intern for the Office of Neighborhood Associations for the period June 10, 1974 to August 31, 1974, providing for the transfer of funds, authorizing the drawing and delivering of a warrant, and declaring an emergency.

The City of Portland ordains:

Section 1. The Council finds that the Office of Neighborhood Associations has the opportunity to acquire the services of a student intern in connection with the Resources Development Internship Program of the Western Interstate Commission for Higher Education (WICHE), that the Western Interstate Commission for Higher Education has agreed to be the contracting agency and to grant an educational stipend to the student, and that the total cost to the Office of Neighborhood Associations will be \$780; that such program has been recommended by the Commissioner in charge of the Office of Neighborhood Associations and that an agreement should be entered into to provide for such program; now, therefore, the Mayor and the Commissioner of Public Affairs are hereby authorized to enter into an agreement on behalf of the city for the benefit of the Office of Neighborhood Associations to provide one student, which agreement shall be substantially in accordance with the form of agreement, marked Exhibit "A" attached to the original only of this ordinance and by this reference made a part of this ordinance.

Section 2. The term of the agreement authorized in Section 1 of this ordinance shall commence June 10, 1974 and continue through August 31, 1974.

Section 3. In order to provide funds within the proper classification for payment for the professional services as authorized in Section 1 of this ordinance, there is hereby transferred the sum of \$780 from Personnel 510 to Professional Services 611 in the General Fund, Office of Neighborhood Associations.

Section 4. The Mayor and the Auditor are hereby authorized to draw and deliver a warrant charged to the General Fund, Office of Neighborhood Associations.

Section 5. Inasmuch as this ordinance is necessary for the immediate preservation of the public health, peace and safety of the City of Portland in this: In order that the agreement herein authorized may become effective and the services therein provided may be secured and ratified by the effective date June 10, 1974; therefore, an emergency hereby is declared to exist and this ordinance shall

## ORDINANCE No.

be in force and effect from and after its passage by the Council.

Passed by the Council, MAY 22 1974

Commissioner Schwab May 17, 1974 MCP/mcp

kie for Source of Portland

Attest: Deorge Hickorich

Auditor of the City of Portland

THE COMMIS	SSIONERS	
	Yeas	Nays
Ivancie		T State
Jordan		
McCready	1. 	
Schwab	3	
Goldschmidt		

# FOUR-FIFTHS CALENDAR Ivancie Jordan McCready Schwab Goldschmidt

Calendar No.

## ORDINANCE No.

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Filed

GEORGE YERKOVICH Auditor of the CITY OF PORTLAND

By\_

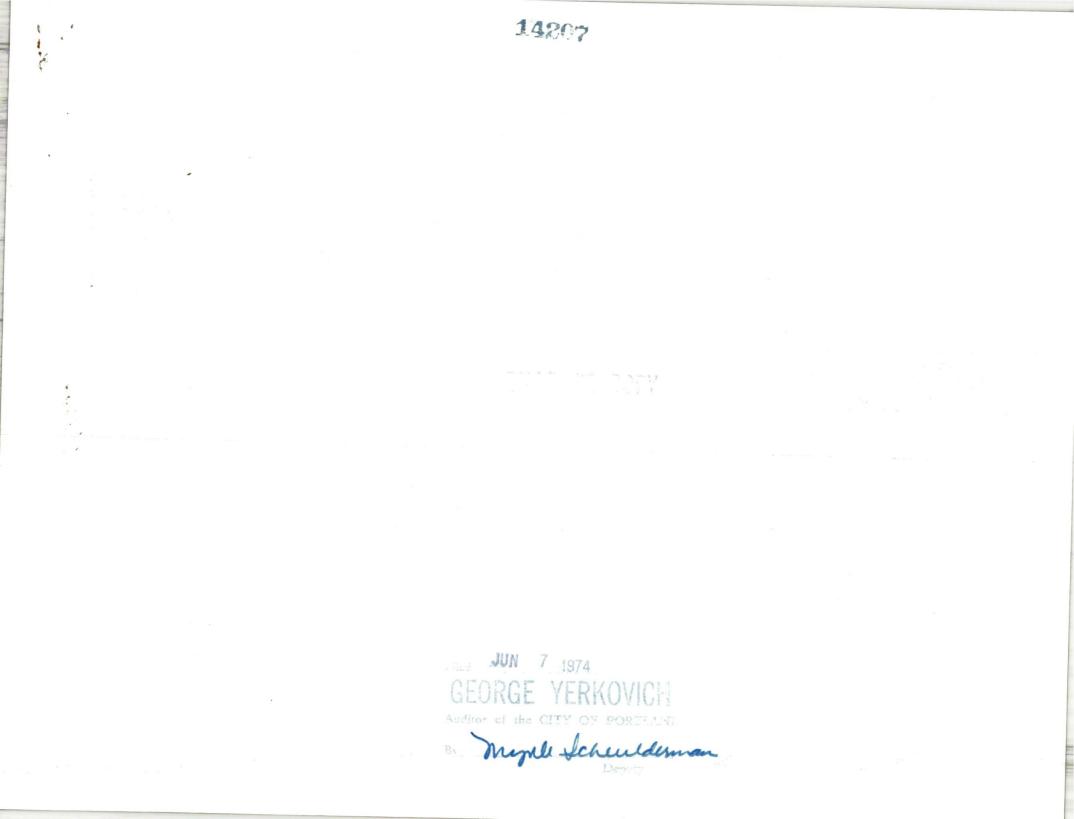
INTRODUCED BY Office of Neighborhood Associations DRAWN BY Mary C. Pedersen May 17, 1974 Date NOTED BY THE COMMISSIONER Affairs Finance and Administration Safety Utilities Works City Attorney NOTED BY THE CITY AUDITOR APPROVED Date

City Engineer

By

Date By

Deputy



WICHE RESOURCES					HIP I	FROGRA	M	
intern Appl		ION		se Black Ink			Control Constitut Num	
Mr Young Eric Harper	III	-		1-7000	-	38 - 1759		nber
Address 264 Bartlett UN	1	Ced	ar Fall	ls Iowa	'State	50613	Zip Code	
Telephone Number 319-273 982	Age	<b>^</b> -	izenship 6. 🔲 Other				Dependents Under 18	
Parent's Last Nome Harper		Residence Address			City	State	Telephone Number	
Previous Colleges Attended	Degre	es Conferred	Dates		Maj	jors	Grade Average	
Iniv of Portland	N	one	1968-9	Politic	al So	ci.	2.2	
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College Presently Attending	Degree	e Expected	Date Expected	Hours Enrolled	1	Major	Grade Average	
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	lf so, what majo			· · · ·	Degree S	ought	Date Expected	
How many credits, if any, have you had in courses stressing research methods?	6	How many cr	edits, if any, h is stressing sto	nave you			academic record are	
Would you be able to obtain Yes		If you are wil	ling, please in		P	project that would	elp us find the intern best suit your back- o submit a transcript	
academic credit for a WICHE D No Internship at your University? 2 Don		your ethnic b Bl	ackground:		(		equate) please check	
Describe any honors or awards you have	received		California, Representation					
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There are three wit '73, Assistant to th Iowa and Intern Res Othe Urbans (Leaguers, covArd	ne Din Search	rector her for	of the a Port	Educatio land Cit	n and y Cou	l Cultural ancilman.	Center in ·	
of world Federalis	sts	UIUNAL	DIACK	Gaucusal	na Th	e world A	ssociation L	
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MARENTI SIBENTI MITU As a sample of your writing ability, please use the following space for a brief summary of why you are interested in the intern program and teel you are qualified for an internship." TIRA Portland, first of all, is my home. Before I left, I\_was totally involved with training myself to aid the city = with its decision making and problem-solving. My job experiences combined with my education and personal attitudes are my major attributes. I have been involved in in solving problems of organization structure, financial management as well as counseling and notivating young people. 12:39120 My main desire at present is return to Oregon to share my experiences with the people I love. **新教会** 唐代 I hereby certify that the information in this application is 'rue. Fold and TAPE Shut. FIRST"CLASS SERL Permit No. 539 Portland, Of BUSINESS REPLY MAIL **NO POSTAGE STAMP NECESSARY IF MAILED IN THE UNITED STATES** tober die htmodinis 2 lupital and 11 r POSTAGE WILL BE PAID BY HARRING ANALY THE STOLE THEY a or ding at A 441 14 1 144 I wrop son thinks with Sumner Sharpe, Oregon Coordinator \*\*\*\* WICHE Resources Development Internship Program Portland State University, Urban Studies Center P.O. Box 751 Portland, Oregon 97207



#### MEMORANDUM

TO: Intern Supervisors

FROM: Kathy Lobato, Staff Associate

SUBJECT: Intern's Progress

By our calculations, your intern, <u><u>ouc</u> <u>Hupper</u>, should be half finished with his or her project by now. I am writing to remind you of <u>YOUR</u> importance to your intern's success. An intern needs to be able to talk frequently about the project with people who can help solve problems, provide information, and insure that the project is moving forward. The intern also needs encouragement and evidence of local concern for the project. You can help provide these things, and if you don't, the intern will probably find it very difficult to complete work that you will be able to use. Therefore, I would encourage you to work as closely as possible with your intern.</u>

I also want to remind you that your intern <u>must</u> complete a final product, such as a report for you, before we will make the final stipend payment. This is often quite a hard task for the intern, so it is usually helpful if a specific block of time is set aside for this purpose, and if the intern receives help in organizing the report.

I hope that you have found working with the intern to be a rewarding experience. I wish you both the best of luck in the remaining six weeks.

Robert S. Hullinghorst Program Director Resources Development Internship Program WICHE P.O. Drawer P Boulder, Colorado 80302

Dear Mr. Hullinghorst:

Thank you very much for inviting me to participate in your workshop titled ENHANCING STUDENT PRODUCTIVITY. Unfortunately, there are no funds in the budget of the Office of Neighborhood Associations to send me to Denver, Colorado. This is a particularly busy time for the Office of Neighborhood Associations, as we are beginning to prepare for the recognition of neighborhood associations in Portland. It would be very difficult for me to spare the time to attend your conference, but I do thank you for inviting me.

Sincerely,

Mary C. Pedersen Coordinator, OONA

MCP/sb



April 18, 1975

Dear Colleague:

The WICHE Resources Development Internship Program would like you to participate in a workshop titled, ENHANCING STUDENT PRODUCTIVITY.

The WICHE Internship Program in cooperation with the Berea (Kentucky) College Work-Study Development Project will be hosting this comprehensive, daylong workshop on May 30 in Denver, Colorado. Both agencies are dedicated to the improvement of student work-learning experiences.

The workshop will concentrate on two specific program areas--orienting and supervising student interns. Administrators representing many intern programs will be present to discuss their experiences in improving their internship projects. While we at WICHE have some new ideas we would like to pass on to you, we are certain your experience and interest in student work programs will be of great benefit to us and the rest of our colleagues.

The workshop will be held at the Regency Inn, 3900 Elati Street, Denver. Registration will take place between 7:30 and 8:30 A.M. and the activities will continue through 5:30 P.M. A registration fee of \$10 will cover the cost of lunch, refreshments and materials for the workshop. Lodging at a reduced rate is available at the motel.

I hope you will decide to attend our workshop. More details will be sent when we receive your application.

Sincerely, horst

Robert S. Hullinghorst, Program Director Resources Development Internship Program

Enclosed: Application card

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January 2, 1975

Ms. Mary Pedersen, City Coordinator Office of Neighborhood Associations 405 City Hall Portland, Oregon 97204

Dear Ms. Pedersen:

We appreciate your willingness to attend our internship program workshop on January 16. It will be held from 10:00 to 12:00 in Room 329 of Smith Memorial Center at Portland State University in Portland, Oregon.

We will spend about one hour discussing the procedures of the intern program. The second hour will be devoted to specific issues and questions you might have about having interns in your specific agency.

I look forward to seeing you soon.

Sincerely,

Robert S. Hullinghorst, Director Resources Development Internship Program

RSH/ch Encl.

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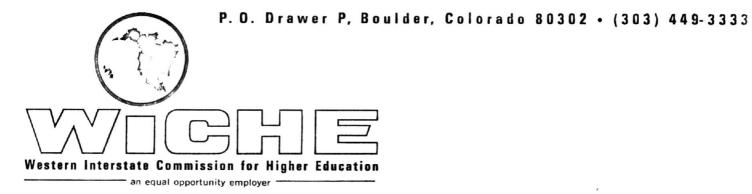
RESOURCES DEVELOPMEN	T INTERNSHIP AGREEMENT
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ORGANIZATION:	PROJECT SUPERVISOR:
	Mary Pedersen
Office of Neighborhood Associations Street:	Title:
	Piter Canadiastan
405 City Hall City, State, Zip:	City Coordinator Business Phone:
	248-4519
Portland, Oregon 97204 Project Title:	540wd512
Extension of A335 Brief Statement of Project Objectives:	
DRIEF STATEMENT OF PROJECT OBJECTIVES:	
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January 16, 1975

Mr. Eric Harper 2407 N.E. 10th Portland, Oregon 97212

Dear Eric:

I have just spoken with Mary Pedersen about the difficulties you experienced on your project this summer. I am sorry you ran into so many snags.

Mary has requested that in light of the problems you had we should accept the report you gave her and consequently release your final check. We have agreed to this, but Mary and I would still like to have some more work done on the report so it can be printed for regional distribution.

Enclosed is your final check. Mary will be calling you soon about whether you can work some more on a limited hourly basis @ \$2.50 per hour to improve on the work you have already completed.

Sincerely,

Robert S. Hullinghorst, Director Resources Development Internship Program

RSH/ch cc: Mary Pedersen

Encl.: Final check Project evaluation form

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JAN 2 0 1975

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