Checklist of Student Responsibilities

1. Ask any MU English faculty member to serve as your faculty sponsor.

2. Find a writing internship.
   - Look on the English department bulletin board
   - Look on the English department website
   - Ask a professor for suggestions.
   - Call companies or non-profit organizations that you would like to work for and ask them if they are interested in having a writing intern.
     
     **Script:** “Hi, my name is ____. I’m an English major at Marquette University and I am calling to see whether your company would be interested in hiring a writing intern for the ____ semester, beginning ____ and ending ____.

3. Negotiate terms of the internship with the company or non-profit organization on-site supervisor.
   - Be ready to describe the requirements: especially workload and times you are available.
   - Have a resume ready to send
   - Have possible interview times ready
   - Have a portfolio of writing samples ready to send or take to an interview
   - Have two faculty references (ask faculty if you may use their names)

4. Fill out and sign two forms: (1) the contract form and (2) the waiver form.

5. Get your on-site supervisor’s signature on the contract form.

6. Get your faculty sponsor’s signature on the contract form.

7. Submit your forms (signed contract and waiver) to Wendy Walsh in the English office (Marquette Hall 115).

8. Once forms are processed you will be emailed a permission number. At that point register for English 4986 on Checkmarq.

9. Complete the agreed-upon work for the internship.

10. Give punctual reports to your faculty sponsor
    - Week 1: Report that the internship is beginning well.
    - Midterm: Submit writing projects
    - Final: Submit
      - a portfolio of all notes, drafts and final written projects
      - a log of days and hours spent working on the internship projects
      - a journal (approximately 1/2 page single-spaced per week) reflecting on what the internship has taught you about writing (e.g., addressing audience issues, meeting deadlines, achieving a company ethos…)

11. Have the professional supervisor send your evaluation form to the faculty sponsor by Week 15.

12. If you have any questions or issues during the semester, contact your faculty sponsor, who serves as your advocate.