

Checklist of On-site Supervisor Responsibilities

- 1. Negotiate terms of the internship with the student.
- 2. Sign the contract form.
- 3. Give the intern the agreed-upon writing-related assignments (legwork, research, interviews, proofreading, briefing, attendance at meetings or seminars, phone work—all may be included in the 8-10 hours per week if they pertain to the writing assignment).
- 4. Submit the completed evaluation form to the faculty sponsor by Week 15 for the semester in which the credit is being awarded.

[Note: If at any time you have questions about the student's performance, feel free to call or email the faculty sponsor.]