Checklist of Faculty Sponsor Responsibilities

—— 1. Meet with student and brainstorm possible internship placements.
   • Advertising: e.g., Hoffman York & Compton
   • Journalism: e.g., any newspaper/magazine/radio station
   • Technical Writing: e.g., Johnson Controls
   • Non-Profit writing: e.g., Keep Milwaukee Beautiful; Easter Seals
   • Publishing: e.g., textbooks, children’s books, catalogs
   • Business writing: e.g., Charles Baird, Wisconsin Trade Center

—— 2. Sign the completed contract form.

—— 3. Advise the intern to submit completed forms to the English office for processing.

—— 4. Check with the intern in his/her first week to make sure the internship is beginning smoothly.

—— 5. At midterm, evaluate sample writings.

—— 6. At semester’s end, evaluate final folder.

—— 8. Assign a grade of “S” or “U,” based on the professional supervisor’s evaluation form and on your own evaluation of the intern’s work.

[Note: You are the intern’s advocate. It is strongly suggested that you speak with the on-site supervisor at least twice during the semester to determine how the internship is progressing.]