

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.]