

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.]