

## 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
  - Ask a professor for suggestions
  - Call companies or non-profits 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 company or non-profit organization on-site supervisor.
  - Be ready to describe the requirements: especially work load & 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 2 forms: (a) the contract form and (b) 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 & waiver) to the English office (Coughlin 335).
- 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, & final written projects
    - √ a log of days & 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.