Checklist of Faculty Sponsor Responsibilities

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

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.

7. 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.]