

## ON-SITE SUPERVISOR INFORMATION FORM

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Student's name

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Telephone number and e-mail address

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Venue

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Name of on-site supervisor

Information for the On-site Supervisor:

1. While your organization may already have in place specific guidelines for internships, please be aware that the student who will be serving as your intern is enrolled concurrently in a course for credit and is seeking a fruitful experience in writing, publishing, and editing professional communication with a business, technical, or scientific enterprise. The best internships offer students the opportunity to experience the day-to-day operations of your venue and provide regular access to principals in the organization. Thus, in addition to offering the student a substantive experience in communications, you're encouraged to have regular meetings with your intern and to have your intern follow you around during a "typical" day. There are other creative ways to insure that the internship provides the student with more than just an opportunity to do mundane tasks, and we welcome your suggestions in this area.

2. Once you have informally agreed to take a student on as an intern, please write a one-page letter, on letterhead, detailing the responsibilities that the student will have during his or her internship. Include in this letter details of the degree and frequency of access the student will have to you. Please give a copy of this letter to the student and keep one for your files. The letter will serve as your contract with the student and Undergraduate English Office. If your organization already has in place guidelines for interns, please attach them.

3. At least twice during the academic term, once at midterm and once near the end of the term, you will be asked to complete a short progress report on your intern's performance and mail or fax it to the UGA English Department. This report will assist in evaluating the student's work.