



AIS 497: American Indian Studies Internship

Faculty Sponsor Guidelines

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Thank you for taking the time to sponsor a UW student for AIS 497! Please review these guidelines before signing the student’s learning contract. If you have any questions, contact us at any time.

What am I required to do?

As a Faculty Sponsor, you have three key responsibilities:

- 1) **Meet with your student** throughout the quarter to act as a mentor, facilitating conversations about how best to relate the student’s internship experience to their academic goals
- 2) **Confirm with the student’s internship supervisor** that the student has satisfactorily completed his or her internship
- 3) **Evaluate the student’s work**, including grading all assignments and the final paper or project, and **submit a grade for the student for AIS 497**

How often should I meet with my student?

This is up to you and your student. When crafting the Learning Contract, make plans to meet throughout the quarter. Typically, students meet with their Faculty Sponsors in person 3-4 times throughout the quarter, while those who choose to “meet” through email do so more often (about once a week).

What are the guidelines for the academic work, including a final paper/equivalent project?

Faculty may assign coursework as they deem appropriate. This can include short written assignments, reflections, or readings related to the academic goals the student has for the experience. The course also requires a final project. This may be an academic paper, in which the student develops an argument about a topic associated with the internship and uses at least three academic sources to offer supporting evidence. Longer papers will require more sources. The academic project may be presented in a different format, rather than a paper, depending on the nature of the work. The student will work with you to determine the shape and scope of the project. Regardless, the project must not be composed of work performed for the internship and must not be a summary of the internship experience.

Credits	Weekly Hours at Internship*	Total Hours at Internship	Final Paper
1	3	30	At least 5 pages
2	6	60	At least 5 pages
3	9	90	7-10 pages
4	12	120	7-10 pages
5	15	150	12-15 pages
*Based on a 10-week quarter			

How do I submit the student’s grade to Academic Records?

You submit the grade via the online grading system (just as you do for any other course).

Thank you again for sponsoring a student for AIS 497 Internship credit!