



AIS 497: American Indian Studies Internship
Site Supervisor Guidelines

Contact: Kai Wise, Academic Advisor - kaiwise@uw.edu; (206) 543-9082
Padelford C-514, University of Washington, Box 354305

Thank you for taking the time to sponsor a student for University of Washington internship credit! 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 Site Supervisor for AIS 497, you have three key responsibilities:

- 1) **Verify that the student completes the correct amount of hours** according to the number of credits they are registered for.
- 2) **Oversee the student’s training and learning** at the internship site.
- 3) **Respond to the student’s faculty sponsor** at the end of the quarter to confirm satisfactory or unsatisfactory completion of the internship.

How many hours is the student required to complete?

The following chart details how many hours a student intern must complete in order to receive internship credit for AIS 497:

Credits	Weekly Hours at Internship*	Total Hours at Internship
1	3	30
2	6	60
3	9	90
4	12	120
5	15	150

*Based on a 10-week quarter

How do I contact my student intern’s faculty sponsor?

At the beginning of the quarter your student intern should provide you with contact information for his/her Faculty Sponsor. You should receive correspondence from the Faculty Sponsor at the end of the quarter asking you to evaluate the student’s internship performance. If you have questions or concerns about your intern throughout the quarter, you should contact the Faculty Sponsor or Kai Wise, academic advisor.

Thank you again for your participation in AIS 497 and supporting a student’s experiential learning.