

EXPECTATIONS OF SPONSORING SOCIETIES/MENTORS

Sponsoring Societies are responsible for ensuring the following is addressed before their intern's arrival:

- Assure timely processing of payment to cover the costs of the internship.
- Assure your intern has a work space, including a computer, phone, and office supplies.
- Obtain necessary identification cards and building passes for your intern.
- Recommend and assist the WISE Faculty Member-in-Residence (FMR) in setting up visits for the WISE interns on Capitol Hill, at federal STEM agencies, or other key nongovernmental organizations.

Contact your intern at least a month before they arrive in Washington to discuss:

- Their public policy topic and encourage him/her to start research prior to arrival in Washington. While the intern's topic may change slightly when he/she arrives in Washington, it is important for them to begin considering the topic they would like to address in advance.
- Office accommodations for your intern – i.e. do they need to bring their own computer?
- Office culture -- work schedule, communication, dress code, etc.
- When and where to report following the orientation session on the first day, and how to get into the building.

Upon the intern's arrival in Washington, mentor responsibilities include:

- Be present or send a representative to the WISE intern orientation session. Meet with your intern after the orientation, escort them to their office, and introduce them to the office staff.
- Introduce or direct your intern to contacts and potential resources related to their topic area -- information about Congressional committees, think tanks, and web resources.
- Meet with your intern regularly during the nine-week internship and guide them in determining realistic, reasonable expectations for his or her policy paper and serve as a sounding board.
- Provide constructive and regular feedback on your intern's policy paper.
- Encourage your intern to attend relevant meetings/ briefings around Washington, in addition to the ones scheduled by the WISE FMR.
- Serve as a reference or write letters of recommendation.