

Are you looking for a sponsor for an individual learning contract or internship contract? Use this information to develop a list of appropriate faculty to sponsor your learning.

HAVE A GOOD PROPOSAL.

You will improve the likelihood of finding a sponsor and having a successful contract if you start with a well thought out, written proposal. For more information on how to develop this, visit Academic Advising in Library 2153 or on the web at: <http://www.evergreen.edu/advising/individualstudy.htm>

DEVELOP A LIST OF APPROPRIATE FACULTY TO SPONSOR YOUR LEARNING.

To come up with a list of potential sponsors, consider the following options:

- Are there faculty with whom you have enjoyed working in the past and who know and support your work? These are excellent choices for contract sponsors and you should put them on your list. If they are unable to sponsor you, these faculty may be able to refer you to other appropriate faculty.
- Each quarter there are a few faculty who are assigned to contract sponsorship as their primary teaching responsibility. If any of these faculty have appropriate expertise to sponsor you, they should be on your list. Look in the catalog under "Individual Studies" or contact Academic Advising to find out who is assigned to contracts for upcoming quarters.
- All full-time faculty at Evergreen are authorized to sponsor contracts. Some faculty who are teaching in programs may also be able to carry a limited number of contracts. The Evergreen on-line catalog links to a Faculty Subject Index and Faculty Biographies. This can help you identify potential sponsors. Academic Advising may be able to provide you with additional leads.

SUBMIT YOUR PROPOSAL TO THE FACULTY ON YOUR LIST AND FOLLOW UP.

Write a concise letter explaining your contract proposal and your expectations of a faculty sponsor, or use a draft contract form to develop a written proposal. Leave copies of your proposal in the mailbox of each faculty on your list. Follow up, preferably by stopping by to see each faculty during their office hours (which should be posted on their office doors). If you can't see them in person, you should contact them by phone. If you need to leave them a message, remind them about your written proposal and make it as easy as possible for them to get back in touch with you. NOTE: A number of faculty members have in-depth interviews posted on the Web in the Faculty Voices section of the Evergreen web site (www.evergreen.edu). These interviews include what these faculty members would like to see when approached about contract sponsorship.

HAVE A BACK-UP PLAN.

Every quarter, there are many more students seeking sponsorship for contracts than there are faculty available to sponsor them. There is no guarantee that you will secure sponsorship for your contract. Be sure that you have a plan for what you will do if you are unable to do a contract. The on-line catalog has up-to-date information about changes in the curriculum. Academic Advising may be able to help you navigate the curriculum more thoroughly than you are able to on your own.