

To: Ms. Sara Pisarchick
From: Dean Linda Winkler, College of Arts, Humanities, and Social Sciences
Date: 2/8/2013
Re: Web Design Internship



The College of Arts, Humanities, and Social Sciences (CAHSS) is very pleased to have you working with us as an intern during the spring semester of the 2012-2013 academic year. I look forward to having your technical and academic expertise as a design instructor and consultant in analyzing the visual aesthetics, user experiences, and the design of various areas of the CAHSS web-site. This will be an important leadership position as the college engages in strategically upgrading and redesigning its multiple academic web-sites.

As part of this internship, you will be presenting a work-shop for college faculty on web-site design in March, work with me on analyzing the main college web-site, prepare a written analysis of department web-sites with suggestions for upgrades and technical enhancements to improve our web-pages, meet with me biweekly as part of that process, and help departments plan and coordinate any upgrades that they wish to do with Craig Thomas and Josh Bonner. I anticipate that you will work on the following areas of the CAHSS website: Integrative Media and Art, Women and Gender Studies, History, Political Science, English, and the main college page. Should any of these areas not need your help, you will add International Studies to the list.

Many thanks for your initiative in planning this project with us. I look forward to working with you.

cc. Jack Chielli