**College of Social and Behavioral Sciences**

**School of Communication Phone: 928-523-2232**

**PO Box 5619 Fax: 928-523-1505**

**Flagstaff, AZ 86011-5619**

**Internship Information Guidelines**

Thank you for your interest in providing one of our students with an internship. Please provide the following information so that we can publish this information in several locations accessible to interested students. Please feel free to respond on this form and send it back to us via email at school.communication@nau.edu. Please copy Norm.Medoff@nau.edu and Kimberly.Mitchell@nau.edu on this email.

Organization offering internship: Office of Affirmative Action and Equal Opportunity

Contact information (name/address/): Lauren Copeland-Glenn, lauren.copeland-glenn@nau.edu, (928) 523-5648

**When internship is to take place** (Fall, Spring, Summer, Ongoing): This is an ongoing internship to begin this fall 2014.

**Type of Internship Offered** (Internship Title and Responsibilities): Public Relations Intern

Intern will assist in planning of events and design and distribution of materials related to events and campaigns

**Paid/Unpaid** (if paid, please put type of payment e.g. stipend or salary): Unpaid

**Total number of hours of work per week**: 10-15

**Total number of weeks** (an academic semester for fall or spring is 16 weeks long, for the summer it is 12 weeks long): 39 (subtracting for time already into this semester)

**Special skills required** (e.g. web design, Excel, Powerpoint, etc.):

Experience with InDesign, Photoshop, Illustrator, and PowerPoint. Ability to identify audience and write in a professional manner. Willingness to learn and integrate accessibility standards and best practices in design and distribution of materials.

**Please provide any additional information for interested students:**

This internship offers the opportunity to expand a student’s skill set by learning about accessibility requirements in electronic media, working on event planning and promotion, development of informational campaigns, and work crafting outreach messages and materials regarding government regulations and compliance, opportunity to write for a diverse population about diversity issues along with other office staff and the Director.

Students must have a minimum of a 2.5 GPA (on a 4.0 scale) and be seniors (89 credit hours) in order to qualify for formal internship credit. Students who have not achieved senior status are able to qualify for formal internship credit on a case-by-case basis.

Thank for your interest in our students. We look forward to working with you.

Norman J. Medoff, Ph.D. Kimberly Mitchell

Professor and Director Assistant Professor

Internship Coordinator Internship Coordinator

School of Communication School of Communication

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Phone: 928-523-8257 Phone: 928-523-2217