**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**

**Organization offering internship**: Flagstaff Chamber of Commerce

Contact information (name/address/): April Gavin, 101 W. Route 66, Flagstaff, AZ 86001

Phone: 928.774.4505, ext. 13

Fax: 928.779.1209

Email: agavin@flagstaffchamber.com

**When internship is to take place** (Fall, Spring, Summer, Ongoing): Ongoing

**Type of Internship Offered** (Internship Title and Responsibilities):

* Work on Chamber’s monthly newsletter, which could include writing, layout and design.
* Other work as assigned.

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

**Total number of hours of work per week**: flexible (envisioning 9 -12 hours)

**Total number of weeks** (an academic semester for fall or spring is 16 weeks long, for the summer it is 12 weeks long): As long as the student would want to do this.

**Special skills required** (e.g. web design, Excel, Powerpoint, etc.): Understanding of Indesign and Photoshop preferred.

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

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.