**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 Richard.Lei@nau.edu on this email.

Organization offering internship:

Contact information (name/address): Nick Geib/718 N. Humphreys, Ste. 201 Flagstaff, AZ 86001

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

**Type of Internship Offered** (Internship Title and Responsibilities): Video Production – editing, assistance on shoots and assistance in producing short video segments for the web.

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

**Total number of hours of work per week**: 10 – 20 (whatever full credit demands)

**Total number of weeks** (an academic semester for fall or spring is 16 weeks long, for the summer it is 12 weeks long): 16 in the fall and spring, 12 in the summer

**Special skills required** (e.g. web design, Excel, Powerpoint, etc.): Some editing skills (Final Cut, but Adobe is fine), some camera knowledge, storytelling and writing skills a plus.

**Please provide any additional information for interested students:** 4FlagTV is a local web video channel dedicated to documenting fun and interesting events, people, shows, bands, etc. in and around Flagstaff, AZ. Shows range from 1:30 to 6:00 in length and are put out 3 to 4 times per week. Someone with a sense of what people will want to watch, with a finger on the pulse of some community (music, arts, NAU, whatever) and a desire to learn short form story telling in a loose but professional environment will excel.

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. Richard Lei

Professor and Director Professor

Internship Coordinator Internship Coordinator

School of Communication School of Communication

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Phone: 928-523-8257 Phone: 928-523-2490