**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: **Continental Country Club**

Contact information (name/address/): **Blake Rolley, 2380 N. Oakmont Drive, Flagstaff, AZ 86004**

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

**Type of Internship Offered** (Internship Title and Responsibilities): **Marketing Intern: assisting in social media, events and parties, preparing/disbursing fliers, scheduling appointments and assisting Marketing Director.**

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

**Total number of hours of work per week**: **15-20 hours per week**

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

**Special skills required** (e.g. web design, Excel, Powerpoint, etc.): **Microsoft Office experience, Marketing or Communications Major preferred, customer service oriented.**

**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.

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