**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: Arizona Department of Economic Security, Division of Employment and Rehabilitative Services, Employment Administration.

Contact information (name/address/): Leah Rossow / DERS\_Internships@azdes.gov or LRossow@azdes.gov

**When internship is to take place** (Fall, Spring, Summer, Ongoing): Summer 2015. May 18 – August 7, 2015.

**Type of Internship Offered** (Internship Title and Responsibilities): The Web Development Intern will: gather and interpret information from the website’s intended audiences through interviews and other strategies; research and compare workforce development Federal and state laws, policies and technical assistance with current website content; recommend and, with approval, develop content, design and functionality based on research and user feedback; and work as a member of the DERS team to stay informed of and recommend communication outreach solutions for the Administration’s needs.

**Paid/Unpaid** (if paid, please put type of payment e.g. stipend or salary): $10.00 per hour.

**Total number of hours of work per week**: 40 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.):

Prerequisites:

* Microsoft Office products (Word, Excel, PowerPoint)
* Oral and written communication
* Problem-solving skills
* Research, analysis and interpretation of data
* Organizing, prioritizing and multitasking to meet deadlines

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

While the intern will supported and supervised throughout the internship, and will present the website, and recommendations for implementing and maintaining the website, to DERS management at the end of internship period.

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