**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 Medical Center Marketing/PR department

**Contact information** (name/address/): Starla Collins

Phone: 773-2202

Fax: 773-2395

Email: Starla.collins@nahealth.com

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

Fall 2013; spring 2014

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

See attached

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

Paid (prorated if per weeks)

$1500 – 16 weeks/20 hours per week

$1000 – 16 weeks/15 hours per week

$500 – 16 weeks/10 hours per week

**Total number of hours of work per week**:

See above

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

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

Desktop publishing using Adobe CS4 suite

Microsoft word

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

Looking for someone strong writing skills.

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.