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**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:**

Fovéo Media, LLC, Flagstaff AZ

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

Jane Akin Gilbert

2532 N Fourth St PMB 215

Flagstaff AZ 86004

(602) 799-7888

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

Spring Semester 2015

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

*Graphic Design Assistant (GDA)* will work under the supervision of the Senior Editor and in partnership with the Fovéo Media team to develop graphics/images for use in a variety of Fovéo Media publications. The GDA may gain experience in the following areas: graphic design, database development, data entry, development and implementation of a Kickstarter campaign, website development, content management, marketing, customer service, documentation and understanding of standard operating procedures and other related duties.

**Paid/Unpaid**: Unpaid Internship

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

Weekly hours vary to accommodate intern’s class schedule.

Intern must work 135 hours total over the course of the semester to earn 3 credit hours.

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

Spring Semester: 16 weeks

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

Must be able to work in area of graphic design and use Adobe products (such as InDesign, Illustrator, Photoshop and/or Lightroom). Must be able to create designs that are appropriate for Fovéo Media and its target audience. Fovéo Media’s logo-styles include:



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

Candidate must demonstrate integrity and be punctual. Candidate must be able to meet deadlines and use critical thinking and problem solving skills—while working independently and as part of team.

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

College of Social & Behavioral Sciences College of Social & Behavioral Sciences

Phone: 928-523-8257 Phone: 928-523-2217