**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](mailto:school.communication@nau.edu). Please copy [Norm.Medoff@nau.edu](mailto:Norm.Medoff@nau.edu) and [Kimberly.Mitchell@nau.edu](mailto:Kimberly.Mitchell@nau.edu) on this email.

**Organization offering internship:**

Geary Graphic Design

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

Katy Geary, Owner

[katy@gearygraphicdesign.com](https://iris.nau.edu/OWA/redir.aspx?C=1xyfvtiliUC886wlN94pSmgQWs9YENIIM8j-K-Ly-_TH4JtRopcn2SXcMK7kfkJ3VHxh0l7S5_Q.&URL=mailto%3akaty%40gearygraphicdesign.com)

(480) 447-7657

4234 E. Desert Sky Court, Cave Creek AZ 85331

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

Immediate start date preferred with transition to ongoing status depending on performance.

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

*Graphic Designer*

Responsibilities include, but are not limited to, helping manage the business through marketing, client cultivation, and sales while producing a complex range of design mediums for clients.

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

Unpaid

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

6 hours

**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 – ongoing.

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

Proficient in Adobe Photoshop, Illustrator and InDesign. Experience developing graphics for marketing materials preferred.

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

The graphic design projects assigned will be for real clients who will use the materials to help their business grow. Projects may include, but are not limited to:

* Logos
* Business cards
* Letterhead/envelopes
* Brochures
* Website graphics (web banner, custom buttons/icons, custom slider images, custom call to action graphics, branding consultation)
* Social media graphics (custom Facebook cover/profile pic, Twitter and LinkedIn covers, etc.)
* Graphics for electronic newsletters
* PowerPoint master and content slide templates
* Sell sheets
* Large retractable banners
* Any type of promotional items (pens, hats, t-shirts, table covers, etc.)
* New product, service, or event announcements (save the dates, invitations, fact sheets, etc.)

In addition to these projects, mentorship in running a small business will be provided throughout the duration of the internship. This may include, but is not limited to:

* Communicating with clients
* Communicating with vendors
* Sales
* Networking
* Marketing and social media

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

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