**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 on this email.

**Organization offering internship**: Verde Valley Caregivers Coalition –

A nonprofit that provides volunteers to help older adults in need of assistance to maintain their independence and quality of life at home.

**Contact information**:

Linda M. Clark

299 Van Deren, Suite 2, Sedona, AZ 86336

Phone: (928) 204-1238

Fax: (928) 203-9503

Email: lindaclark@vvcaregivers.org

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

Ongoing

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

Communications/Event Assistant

Duties to include: media relations, event promotion and publicity, and event planning/coordination.

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

$800 Stipend per semester

**Total number of hours of work per week**: 10-15 hours

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

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

Excel, PowerPoint, Publisher, photography a plus.

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

Intern will assist the Development/Communications Manager. Great opportunity to help promote an organization that is developing a volunteer model to solve an important social issue.

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. I look forward to working with you.

Norman J. Medoff, Ph.D.

Professor and Director

Internship Coordinator

School of Communication

College of Social and Behavioral Sciences

Phone: 928-523-8257