**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:** Steve LeVine Entertainment & Public Relations

**Contact information (name/address/):** Kyle Porter / 7819 East Paradise Lane, Scottsdale, AZ 85260

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

**Type of Internship Offered** (Internship Title and Responsibilities): Social media internship. Responsibilities include generating creative viral marketing campaigns, developing and implementing creative ways to increase brand’s awareness and drive traffic, maintaining currency of all events on various event calendars, updating blog, Twitter, Facebook and other Social Media platforms daily, and researching potential client brands.

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

**Total number of hours of work per week**: 20-25

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

**Special skills required** (e.g. web design, Excel, Powerpoint, etc.): Proficient with Microsoft Outlook, Word, Excel, and Powerpoint. Be familiar with all social media platforms.

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

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