College of Social and Behavioral Sciences

School of Communication
PO Box 5619
Flagstaff, AZ 86011-5619

Phone: 928-523-2232
Fax: 928-523-1505

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:

- SANDSTONE PUBLIC RELATIONS

Contact information (name/address/):

- Joshua Butler, *Project Manager*
- 2233 E. Cedar Ave., Ste. A, Flagstaff, AZ, 86004
- Phone: 928-226-7275

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

- FALL 2015, on-going semester to semester.

Type of Internship Offered (Internship Title and Responsibilities):

- INTERNSHIP TITLE: Public Relations Assistant
- RESPONSIBILITIES: Work on various public relations assignments, such as: research, drafting press releases, public relations plans, analysis, working with media and journalists, conducting interviews, social media management, and email marketing.

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

- UNPAID INTERNSHIP: Intern will be provided opportunity to train and have hands-on experience in the field of public relations working under the direction of a public relations executive.

Total number of hours of work per week:

- A minimum of 16-20 hours per week.

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

- FALL 2015 AND SPRING 2015.

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

- Strong written and oral communication skills, knowledge and experience writing in Associated Press Style, attention to detail, and professional.

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.
Professor and Director
Internship Coordinator
School of Communication
College of Social and Behavioral Sciences
Phone: 928-523-8257

Kimberly Mitchell
Assistant Professor
Internship Coordinator
School of Communication
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