

# Information for Businesses To Include About Their Internship

**Name of Business**

**Type of internship** (Advertising, Broadcast Journalism, Print Journalism, Public Relations)

**Description of Organization** (Approximately 50 words)

**Intern Responsibilities**

**Intern Qualifications** (Junior or Senior, required skills/software, etc.)

**Other** When offered (fall, spring and/or summer semesters.)  
Paid/unpaid/stipend.  
How far from campus

**Who to Contact:** Include Name, Title, Address, City, State, Zip, Telephone, e-mail

**How To Contact** Specify how you'd like applicants to contact you (by phone, postal service or e-mail) and what they should send (resume, reference or recommendation letters, work samples, etc.) to aid you in the selection process