

### **General Information**

Internships are offered during the spring, summer and fall semesters. Interns are expected to work a minimum of 15 hours per week during an 8- to 12-week internship period. The Leytham Group will try to accommodate student schedules.

It is preferred that internships are offered for credit and that a formal arrangement is made between The Leytham Group and the intern's college or university. Interns will be paid \$10 per hour for their internship term. The number of interns hired may vary.

### **Qualifications**

All interns must meet minimum qualifications to be considered for an internship. You must be:

- Enrolled at an accredited four- or five-year college or university
- A junior, senior or graduate student
- A declared major in journalism, marketing, mass communications, public relations or other related field of study
- Be on track to receive a bachelor's or advanced degree from a college or university

### **Application Procedures**

Candidates must complete an application form and submit it with a cover letter and resume, including relevant employment, previous internships, honors or awards, and community service. Additional application items, such as writing or art samples, may be required later. Please identify available time frames and general weekly availability on the application as well.

All applicants applying will receive an acknowledgement upon successful submission of their resumes. We do our best to get back with all students in a timely fashion. Candidates will be contacted by phone or e-mail for an interview if their application is being considered.

### **Application Deadlines**

Fall Internships (September – December)

Applications due September 1

Spring Internships (January – April)

Applications due January 1

Summer Internships (May – August)

Applications due April 1



**INTERNSHIP QUESTIONNAIRE**

Name:

School Address:

School Telephone Number:

Permanent Address:

Permanent Telephone Number:

E-mail Address:

Dates available to perform internship:

Special time restrictions or schedules:

College or university currently enrolled in:

Degree:

Major:

Minor:

GPA:

Area of specialization (if applicable):

Total completed credits:

Current Status (check one):

Junior          Senior          Graduate Student

Are you requesting that your college or university grant you credit hours for your internship?  
*If yes, please be prepared to provide a faculty contact and your school's requirements for credit.*

Signature:

Date: