



## 2020 Internship Host Organization Application

Internships are conducted during a mutually-agreed-upon timeline and interns work 200-250 hours total. MarCom Internships must meet the criteria for an unpaid internship as explained in U.S. Department of Labor Fact Sheet #71: [www.dol.gov/whd/regs/compliance/whdfs71.htm](http://www.dol.gov/whd/regs/compliance/whdfs71.htm). The \$3000 stipend provided to the intern by MarCom does not qualify as wages. Internship host organizations should follow the criteria on the linked Fact Sheet to be excluded from the Fair Labor Standards Act. By participating in the MarCom Internship Program, host companies agree to allow the Internship Chair to review the student's progress, and to provide MarCom with an evaluation of the internship experience at the conclusion of the internship.

Organization:

Address:

City, State, Zip:

Phone:

Email address:

Website address:

Contact name & title:

Name & title of person who would serve as mentor for the intern:

Description of organization:

Are you or anyone in your company a MarCom member?    yes    no

(If you are matched with a student intern you will be expected to become a MarCom member the following programming year.)

Duties and activities an intern could expect during the internship:

Specific and/or special projects an intern would be able to see through to completion:

Does your organization have the needed space and equipment (desk, computer, etc.) for an intern to complete these duties and projects?

yes    no

Why should your organization be selected to host a MarCom intern?

Qualifications desired in an intern candidate:

The host company and selected student will agree upon the specific dates of the internship. Please specify any preferences you have for the internship timeline:

Possible start date:            Possible end date:

The intern will work 200 – 250 hours total during the internship. Please indicate your preferences, if any, about how many hours per week and what times of the day (morning, afternoon, evening) you would want to have an intern work.

Hours Per Week:      Morning      Afternoon      Evening

If you would like to provide additional information regarding the internship, please attach to this application.

Email applications to [comitomeg@gmail.com](mailto:comitomeg@gmail.com) with "MarCom Host Application" in the subject line.