



Professional Internship Program Site Agreement Form

Instructions

The purpose of this agreement is to confirm the details of the internship and the intent of the student to earn academic credit for the experience. Submit copy of the completed form to the Director of Internships.

Student's Name:

Donna Robinson

Supervisor's Business Contact Information

First Name: Wendy Last Name: Moffett
 Job Title: Senior Art Director Department: Creative
 Company Name: Dixon Schwabl Company Web Site: www.dixonschwabl.com
 Mailing/Street Address: 1595 Moseley road
 City: Victor State: NY Zip: 14564
 Phone Number: 899-3262 E-mail: Wendy_moffett@dixonschwabl.com

Internship Description

Student Position: Creative Intern

Internship Location: Same as Supervisor Another location, please indicate address:

Street Address: _____

City: _____ State: _____ Zip: _____

Will this be a paid position? NO

Position Description (Describe the specific job duties, expectations, and project work. Can attach separately.)

Attached

Additional Learning Opportunities

Meetings, conferences, training, field work, etc.

See attached

Student's Work Schedule

Indicate the student's work schedule.

For a 3-credit internship, students must complete 120+ hours over at least 10 weeks (8 weeks in the summer)

	Start Date:	End Date:	Days	Start Time	End Time
	<u>09/07/18</u>	<u>12/07/18 (estimated)</u>	Monday	<u>9am</u>	<u>5pm</u>
			Tuesday		
			Wednesday		
			Thursday		
			Friday	<u>9am</u>	<u>5pm</u>

Signatures

Your signature indicates that you agree to supervise the student in the position described.

Supervisor's Signature: Wendy Moffett **Date:** 8-27-18

Student's signature indicates that he or she agrees with the details outlined in this document.

Student's Signature: Donna Robinson **Date:** 8/21/2018

Digitally signed by Donna Robinson
Date: 2018.08.09 10:34:19 -0400

Nazareth Contact Information

Internship Program
Center for Life's Work
Nazareth College of Rochester
4245 East Avenue
Rochester, New York 14618-3790

Office: GAC-111
Phone: 585-389-2878
Fax: 585-389-2458
E-mail: internships@naz.edu
Web site: www.naz.edu/internships



POSITION DESCRIPTION

Intern

FLSA Status: Unpaid internship (for college credit)

Opportunity is knocking. Are you prepared to answer? We hope you do. If you're accepted, you'll find Dixon Schwabl is a great place to kick-start your career. Internships are currently available to college students in the following departments: **Account Service, Copywriting, Creative/Design, Events, and Public Relations/Social Media.**

Projects / Initiatives

In addition to performing research, participating in meetings and helping with follow up items, the intern participates in the following projects and initiatives:

Dixon Schwabl University

» DS University is an extension of our internship experience that explores all departments of an integrated marketing agency, from web development to account service. Interns will attend weekly classes where they will receive an in-depth lesson from team members from across the agency. Offering these classes gives interns the chance to experience and learn about everything DS has to offer and get a broad overview of how each department supports each other.

Intern Introduction Piece

» Intern sessions will collaborate together to create a piece to introduce themselves to the agency. This project will promote teamwork, creativity and responsibility as interns will be held to a strict deadline.

Intern Project

» Interns will work together to create an integrated marketing campaign for a non-profit client. This is pro-bono work performed by the agency, and therefore does not replace any regular positions within the agency. This work is closely monitored and supported by regular meetings/updates with the Internship Coordinators. This gives the interns the chance to work together, develop skills necessary to interact with clients and experience working in an integrated agency. This project will last the duration of the internship session and culminate with a presentation to the client and entire agency.

Qualifications

- Must be enrolled as an undergraduate or graduate student, preferably in marketing or a related field.
- Must be able to receive academic credit for this internship.
- Advanced social skills and office etiquette.

To Apply:

Visit www.dixonschwabl.com/internships