

~ Forms for Employers Who Wish to Submit a Media Internship Position ~

Dear Intern Coordinator:

I am writing to request up-to-date information about communications internships at your organization. This information will be made available to Tufts University students through listings in the Communications and Media Studies Program office.

The CMS internship program at Tufts is extremely popular with students. Nearly 100 students a year receive academic credit for interning in print journalism, book publishing, broadcasting and film, digital/multimedia, the recording industry, advertising, marketing communications, public relations, and other communications fields.

Many of our students find their internship positions through the CMS internship listings, so I encourage you to keep an updated file with our office. Please fill out the enclosed form and mail it or fax it to me as soon as possible, along with any relevant printed material that could be posted for students. It is particularly important for us to know the following: a description of the internship position(s), whether you require that a student be receiving credit in order to intern with you, the approximate time commitment required each week, whether you provide any paid internships or stipends, and whether you are accessible by public transportation.

If you have any questions about the Tufts program, have specific internship needs for the future, or would like to post changes to your CMS listing in the coming year, please do not hesitate to contact me. You can access the enclosed *Internship Site Information Sheet* under "Internships" on the CMS website (<http://ase.tufts.edu/cms>), in case you want to update it and send us a new version at any point. We encourage you, for instance, to notify us of any changes in contact information.

In addition to the CMS listings, all Tufts students have access to an online internship database maintained by the Tufts Career Services office. If you would like to post specific internship openings on that database, please log in to Tufts Career Connect at <http://careers.tufts.edu/tuftscareerconnect> or send an email to [tuftscareerconnect@ase.tufts.edu](mailto:tuftscareerconnect@ase.tufts.edu).

Thank you for providing us with this internship information. I look forward to hearing from you!

Sincerely,

Susan Eisenhauer  
Associate Director  
Communications and Media Studies  
email: [susan.eisenhauer@tufts.edu](mailto:susan.eisenhauer@tufts.edu)

Tufts University  
Internship Site Information Sheet — Communications Internships

**Please return to Susan Eisenhauer, Communications & Media Studies Program  
Tufts University, 95 Talbot Ave., Medford, MA 02155  
Phone: (617) 627-2007; Fax: (617) 627-3449**

Date: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone number: (\_\_\_\_) \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Contact Person's phone number: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Contact Person's e-mail: \_\_\_\_\_ Website address \_\_\_\_\_

Specific internships offered in the following fields (please check only those for which there are specific positions):

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Radio                 | <input type="checkbox"/> Graphic Design  | <input type="checkbox"/> Advertising                               |
| <input type="checkbox"/> Television            | <input type="checkbox"/> Book Publishing | <input type="checkbox"/> Public Relations/Marketing Communications |
| <input type="checkbox"/> Film/Video Production | <input type="checkbox"/> Newspaper       | <input type="checkbox"/> New Media/Internet/Multimedia             |
| <input type="checkbox"/> Photography           | <input type="checkbox"/> Magazine        | <input type="checkbox"/> Music/Recording Industry                  |

Semesters in which internships are offered:

Fall       Spring       Summer       January (first 2 weeks)       All

Application deadline(s): \_\_\_\_\_

Time commitment, in hours per week: \_\_\_\_\_

Accessible by public transportation? \_\_\_\_\_

Are there paid internships offered? \_\_\_\_\_

Stipends for travel, food, etc.? \_\_\_\_\_

Are interns required to receive academic credit from their college/university? \_\_\_\_\_

Student should submit: (check all that apply)

Application \_\_\_\_\_      Resume \_\_\_\_\_      Recommendations \_\_\_\_\_  
Transcript \_\_\_\_\_      Cover Letter \_\_\_\_\_      Other \_\_\_\_\_

**Description of internship position(s) -- Attach additional sheets as needed.**

---

---

---

---

---

**If you have printed materials that describe your internship program or your organization, please attach them or mail them to us under separate cover.**