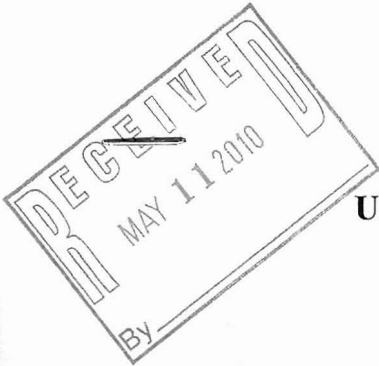


# INTERNSHIPS IN COMMUNICATION STUDIES

AGENCY INFORMATION  
AND  
INTERN RESPONSIBILITIES

Director of Internships: Tammala Bulger





Com

UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

Agency Name Brunswick Community Hospital

Address 1 Medical Center Drive, Supply, NC 28462

Telephone (910) 755-1244

Fax (336) 277-0682

Email almyers@novanthealth.org



Business, Services, or Responsibilities of Agency

Brunswick Community Hospital is a 60-bed hospital located in Supply, NC (Brunswick County), approximately 30 to 45 minutes south of Wilmington. The Brunswick Community Hospital Marketing & Community Relations department not only provides marketing and public relations services to the hospital but also the affiliated physician group, known as the Novant Medical Group. This is a particularly exciting time for the hospital as we will be opening a new, larger replacement facility in 2011.

List Specific Opportunities or Experiences that will be Provided for the Intern

Interns will work on a wide variety of projects, including:

- Writing media releases
- Writing copy for Brunswick Community Hospital newsletters and publications
- Filming videos for internal Web sites using a Flip video camera
- Assisting in planning and writing script for monthly health show
- Writing and editing articles for hospital e-newsletter
- Creating fliers, posters and displays
- Assisting with special events
- Taking photos at hospital events
- Performing some clerical duties, and
- Completing special projects as assigned.

List the Names of Agency Individuals Who May Serve as Internship Supervisors

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Amy Myers, MBA, Marketing & Community Relations Director

For Office Use Only

Signature, Dept. Chair [Signature]

Signature, Dean [Signature]

Approval Date 5/13/10 Expiration Date 5/13/2015 Not Approved

Com

# UNIVERSITY OF NORTH CAROLINA WILMINGTON

## REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

**Agency Name** Boys and Girls Homes of North Carolina, Inc. ■

**Address** PO Box 127 400 Flemington Drive  
Lake Waccamaw, NC 28450 ■

**Telephone** (910) 646-3083

**Fax** (910) 646-4934

**Email** kathy.stream@bghnc.org

### **Business, Services, or Responsibilities of Agency**

Boys & Girls Homes of NC is a private, nondenominational, nonprofit agency serving children with histories of abuse and neglect. Children ages birth to 18 receive care in one or both of our Residential Care or Family/Therapeutic Foster/Adoptive Care programs. Our goal is to reunite children with their families when possible. When reunification is not possible, adoptive or foster families are sought. In our 50-plus years of existence, nearly 5,000 children have been a part of the Boys and Girls Homes family.


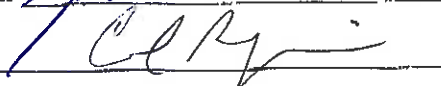
### **List Specific Opportunities or Experiences that will be Provided for the Intern**

Boys and Girls Homes has just recently approved a new logo and is beginning to establish branding. Also, a new web site and electronic newsletter will be live this fall. Intern will be responsible for helping to create and disseminate electronic newsletters, electronic correspondence, printed newsletters, press releases, social media updates, an annual report, and more depending on student strengths and interests.

### **List the Names of Agency Individuals Who May Serve as Internship Supervisors**

Attach Credentials (current resume or corporate bio including education) for each individual listed.

✓ Kathy Stream, Director of Marketing and Public Relations

Signature, Dept. Chair			
Signature, Dean			
Approval Date	10/18/11	Expiration Date	10/18/2016 Not Approved _____

com

# UNIVERSITY OF NORTH CAROLINA WILMINGTON

## REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

**Agency Name** Cape Fear Museum

**Address** 814 Market Street, Wilmington, NC 28401

**Telephone** (910) 798-4367

**Fax** (910) 798-4382

**Email** akilgore@nhcgov.com

### ***Business, Services, or Responsibilities of Agency***

Cape Fear Museum collects, preserves, and interprets objects relating to the history, science and cultures of the Lower Cape Fear, and makes those objects and their interpretation available to the public through educational exhibits and programs.



### ***List Specific Opportunities or Experiences that will be Provided for the Intern***

- Post Museum events on various online calendars
- Research, write and edit press releases
- Design flyers using Adobe Creative Suite
- Post flyers and post cards in community locations (coffee shops, etc.)
- Photograph events, programs and staff for promotional materials
- Shadow other Museum staff in collection and design departments

### ***List the Names of Agency Individuals Who May Serve as Internship Supervisors***

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Amy Kilgore, public relations coordinator

Signature, Dept. Chair	
Signature, Dean	
Approval Date	11/17/11
Expiration Date	11/17/2016
Not Approved	

# UNIVERSITY OF NORTH CAROLINA WILMINGTON

com

## REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

**Agency Name** Communities In Schools of Cape Fear +

**Address** 20N. 4th Street, Suite 300, Wilmington, North Carolina 28401

**Telephone** (910) 343-1901 **Fax** (910) 343-8566

**Email** LisaB@CISCapeFear.org

### ***Business, Services, or Responsibilities of Agency***

Communities In Schools of Cape Fear is local affiliate of the nation's leading dropout prevention program Communities In Schools. Our goal is to increase graduation rates and decrease the number of students locally who drop out of school. We do this by surrounding students with a community of support, empowering them to stay in school and achieve in life. The local CISCF affiliate employs Site Coordinators in New Hanover High School, Williston Middle School, Mosley Performance Learning Center, and all five Pender County Middle Schools. These coordinators connect students and their families to critical resources, tailored to their individual needs. In addition, services are provided to both counties for teen parents, gang affiliated youth, after school tutoring, and suspended students.

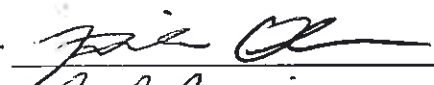
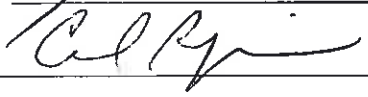
### ***List Specific Opportunities or Experiences that will be Provided for the Intern***

- Post items on CISCF web page and Facebook accounts
- Develop and deliver a monthly newsletter
- Assist with various fund development efforts and ensure media coverage and increasing attendance
- Assist with the maintenance of media list
- Draft news releases, media advisories and other communications tools
- Help track media coverage of CISCF's activities and education issues in the community
- Assist in growing the followership of CISCF Facebook fans and Twitter followers
- Assist with other staff projects and research when necessary

### ***List the Names of Agency Individuals Who May Serve as Internship Supervisors***

Attach Credentials (current resume or corporate bio including education) for each individual listed.

✓ Louise Hicks, Executive Director  
✓ Lisa Brewster, Program Director

Signature, Dept. Chair					
Signature, Dean					
Approval Date	8/23/11	Expiration Date	8/23/2016	Not Approved	_____

com

Yasmin Shah Tomkinson

314 East Benson Circle, Wilmington, NC 28403

UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

Agency Name Cape Fear Literacy Council

Address 1012 South 17th Street, Wilmington, NC 28401

Telephone (910) 251-0911

Fax (910) 251-9095

Email ytomkinson@cfliteracy.org

Business, Services, or Responsibilities of Agency

The Cape Fear Literacy Council is a private, non-profit (501 (c) 3) organization. We help adults improve their reading, writing, math, and English-speaking skills. We provide: training for volunteer tutors; testing and research based, level-appropriate materials for adult learners; and on-going support for for teachers and their students.

List Specific Opportunities or Experiences that will be Provided for the Intern

The internship will include a variety of activities that support the program and fundraising efforts of the Literacy Council. Duties will include: preparing program materials, maintaining a learner database, providing clerical support, designing outreach materials, helping with event planning, and other tasks as needed.

List the Names of Agency Individuals Who May Serve as Internship Supervisors

Attach Credentials (current resume or corporate bio including education) for each individual listed.

The intern will interact with all of the staff and key volunteers. She will be supervised by the Literacy Program Director, Yasmin Shah Tomkinson (resume attached).

For Office Use Only

Signature, Dept. Chair [Signature]

Signature, Dean [Signature]

Approval Date 12/18/09 Expiration Date 12/18/2014 Not Approved

Com

UNIVERSITY OF NORTH CAROLINA WILMINGTON

Cape Fear Area United Way

REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

Agency Name United Way of the Cape Fear Area

Address 5919 Oleander Drive Suite 115, Wilmington, NC 28403

Telephone (910) 798-3900

Fax (910) 798-3917

Email liveunited@uwcfa.org



Business, Services, or Responsibilities of Agency

UWCFA is a non-profit human service agency that makes necessary investments that will improve the quality of life in the Cape Fear Area by identifying and prioritizing needs in our community; mobilizing people, organizations and necessary funding; securing human and financial resources to deliver high impact solutions; and measuring results for continued success. The United Way of the Cape Fear Area is locally organized by volunteers and is committed to seeking improvements in three focus areas: Education - key to success and to stronger communities; Income/Financial Stability - helping families and individuals regain financial stability; and Health - supporting programs for preventative and primary care.

List Specific Opportunities or Experiences that will be Provided for the Intern

Interns may work with Resource Development, Marketing and Communication, Finance, and/or Community Impact teams. The teams work together to meet the mission and responsibilities outlined above with specific activities determined by need of UWCFA and individual intern. An intern position summary will be made available for each role requested. Our goal is to provide the intern with an experience where he/she comes away with real-life experience in a leading non-profit organization that benefits the Cape Fear area, hands-on project management with progression of responsibility as appropriate for the intern's time commitment and abilities that will lead to the completion of one key project.

List the Names of Agency Individuals Who May Serve as Internship Supervisors

Attach Credentials (current resume or corporate bio including education) for each individual listed.

- ✓ Melissa Reabold, Vice President, Resource Development
- ✓ Lianne Strawn, Vice President, Marketing and Communications

already on file

Signature, Dept. Chair [Signature]

Signature, Dean [Signature]

Approval Date 4/24/11 Expiration Date 4/24/2016 Not Approved \_\_\_\_\_

# UNIVERSITY OF NORTH CAROLINA WILMINGTON

## REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

**Agency Name** Clove Marketing

**Address** 109 N. 9th Street  
Wilmington, NC 28401

**Telephone** 341-5172

**Fax** 343-8298

**Email** Tori@clovemarketing.com OR KHennes@clovemarketing.com

### ***Business, Services, or Responsibilities of Agency***

Clove Marketing is a full service advertising agency. Services include media planning and placement; market research; graphic design; market strategy; creative services for broadcast and print; sales training.


### ***List Specific Opportunities or Experiences that will be Provided for the Intern***

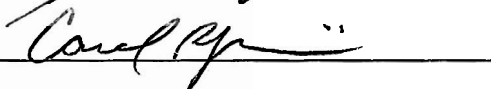
brainstorming concepts; interface with clients and vendors; marketing strategy; possible TV, radio, print production; everyday tasks including organizational and account services duties; media relations and public relations.

### ***List the Names of Agency Individuals Who May Serve as Internship Supervisors***

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Kim Hennes  
Tori Jones

Signature, Dept. Chair 

Signature, Dean 

Approval Date 8/15/07 Expiration Date 8/15/2012 Not Approved \_\_\_\_\_

# **HUMAN RESOURCES**

**MAGAZINE/  
NEWSPAPER**

# UNIVERSITY OF NORTH CAROLINA WILMINGTON

## REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

**Agency Name** Lower Cape Fear Hospice & Life Care Center

**Address** 2222 S. 17th Street  
Wilmington, NC 28401

**Telephone** (910) 796-7943

**Fax** (910) 796-7904

**Email** Jason.Clamme@nhha.org

### **Business, Services, or Responsibilities of Agency**

Lower Cape Fear Hospice & Life Care Center provides professional health care and comfort to those with life-limiting illness and offers hope, support, and education to patients, their families, and the community.

### **List Specific Opportunities or Experiences that will be Provided for the Intern**

Within the community outreach department, opportunities can include enhancing the agency's presence in the community, providing presentations and resources to the public, and assisting with the development of an Institute geared toward providing end of life education, research, advocacy, and curriculum.

### **List the Names of Agency Individuals Who May Serve as Internship Supervisors**

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Jason Clamme, Community Outreach Manager

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Signature, Dept. Chair

Signature, Dean

Approval Date

Expiration Date

Not Approved

10/11/07

10/11/2012

Com Budget

# UNIVERSITY OF NORTH CAROLINA WILMINGTON

## REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

**Agency Name** MAMA FU'S ASIAN HOUSE

**Address** 941 INTERNATIONAL DRIVE WILMINGTON, NC 28405

**Telephone** (910) 256-2620

**Fax** (910) 256-7816

**Email** mjwilmington@monkeyjoes.com, mamafuwilmington@bellsouth.net

**Business, Services, or Responsibilities of Agency**

Mama Fu's is a restaurant at Mayfaire Town Center

**List Specific Opportunities or Experiences that will be Provided for the Intern**

Job Description:

COMMUNICATIONS INTERN

MAMA FU'S ASIAN HOUSE, MAYFAIRE TOWN CENTER

RESPONSIBILITIES:

COMMUNICATIONS<sup>Slides</sup> INTERN WILL BE RESPONSIBLE FOR DEVELOPING AND EXECUTING STRATEGIES TO SUCCESSFULLY COMMUNICATE MAMA FU'S DINE IN/TAKE OUT/CATERING MESSAGE IN THE WILMINGTON MARKETPLACE, INCREASING VISIBILITY AND BUSINESS WITHIN THE TARGET AUDIENCES

**List the Names of Agency Individuals Who May Serve as Internship Supervisors**

Attach Credentials (current resume or corporate bio including education) for each individual listed.

AMY MCCASKILL, OWNER, MAMA FU'S ASIAN HOUSE BA. POLITICS & COMMUNICATION RANDOLPH MACON WOMANS COLLEGE 1986

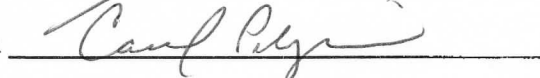
MATTHEW MCCASKILL, OWNER, MAMA FU'S ASIAN HOUSE BA ECONOMICS UCLA 1983

For Office Use Only

Signature, Dept. Chair



Signature, Dean



Approval Date

5/13/08

Expiration Date

5/13/2013

Not Approved

com

UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

Agency Name Maximum Design & Advertising, Inc

Address 7032 Wrightsville Ave., Wilmington, NC 28403

Telephone (910) 256-2320

Fax (910) 256-5174

Email susan@maximumdesign.com



Business, Services, or Responsibilities of Agency

Maximum Design & Advertising is an award-winning, full-service destination lifestyle marketing firm that represents a variety of premier residential communities and resort properties across North America. Maximum brings client visions to life with branding, advertising and public relations - helping to capture the public's attention through compelling campaigns, targeted messaging campaigns. www.maximumdesign.com

List Specific Opportunities or Experiences that will be Provided for the Intern

The Public Relations Intern will report to Maximum's Public Relations Director, helping to promote Maximum, as well as its clients. Anticipated client activity during Q1 includes Compass Pointe, Plantation Building Corp., and PBC projects, such as Tanyard Parish and Lumina Station residential condos.

Responsibilities will include: Brainstorming PR strategies; drafting & distributing press releases & media alerts; assisting in event planning; conducting media research & creating targeted media lists; conducting media outreach; assisting with administrative support activities.

Experience & Requirements: Candidate must have completed at least 2 years of college with a focus in communications, journalism, public relations or related concentration; must demonstrate a basic grasp of news & media strategies; demonstrate highly effective personal communication skills, with ability to write & speak persuasively; show a strong comprehension of online marketing; be able to manage multiple tasks within deadline; be able to work during normal business hours.

List the Names of Agency Individuals Who May Serve as Internship Supervisors

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Susan Johnson, Public Relations Director

For Office Use Only

Signature, Dept. Chair [Signature]
Signature, Dean [Signature]
Approval Date 12/15/08 Expiration Date 12/15/2013 Not Approved



Com

# UNIVERSITY OF NORTH CAROLINA WILMINGTON

## REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

**Agency Name** Mobile Education LLC

**Address** 1806 Chestnut Street, Wilmington, NC 28405

**Telephone** (910) 538-3523

**Fax**

**Email** ronvetter@myMobEd.com

### ***Business, Services, or Responsibilities of Agency***

Mobile Education, LLC is a software development and mobile marketing services company. Our aim is to develop real-time, two-way short message service (SMS) based applications for the mobile computing marketplace. Our primary goal is to provide clients with the capability to send and receive a wide range of mobile phone information services using bi-directional text messages via common short codes using readily available cell phone and cellular network technologies. Mobile Education develops, markets, and sells innovative applications using the mobile medium as the primary means of marketing communication.

### ***List Specific Opportunities or Experiences that will be Provided for the Intern***

Student interns will be provided opportunities to:

- a) take a leadership role on a specific project or two to showcase intern talents and abilities,
- b) incorporate new and exciting ideas into the workplace (e.g., we will let interns invent new marketing strategies using our innovative technology),
- c) learn about communication processes in a variety of business contexts,
- d) develop real-world sales and marketing skills, and
- e) become more acquainted and accustomed to a fast paced, high tech business environment.

### ***List the Names of Agency Individuals Who May Serve as Internship Supervisors***

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Dr. Ron Vetter, professor of computer science (UNCW) and co-founder of Mobile Education LLC.

Resume attached.

For Office Use Only

Signature, Dept. Chair 

Signature, Dean 

Approval Date 6/3/10 Expiration Date 6/3/2015 Not Approved \_\_\_\_\_

COM

# UNIVERSITY OF NORTH CAROLINA WILMINGTON

## REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

Agency Name LUMINA NEWS/WRIGHTSVILLE BEACH MAG.  
 Address PO BOX 1110, WRIGHTSVILLE BEACH, NC 28480  
7232 WRIGHTSVILLE AVENUE, WILMINGTON, NC 28403  
 Telephone (910) 256-6569 Fax (910) 256-6512  
 Email marimar@luminanews.com

### Business, Services, or Responsibilities of Agency

Lumina News [www.LuminaNews.com](http://www.LuminaNews.com)  
 Lumina News on Facebook  
 Wrightsville Beach Magazine [www.WrightsvilleBeachMagazine.com](http://www.WrightsvilleBeachMagazine.com)

### List Specific Opportunities or Experiences that will be Provided for the Intern


Positions available - reporters, writers, photographers, sales/marketing  
 News interns typically have their work published in the newspaper  
 Duties include but are not limited to coverage of outdoor activities and events;  
 i.e., man-on-the-street interviews, concerts and surf films, recreational activities  
 and events, and sports. Office duties include but are no limited to posting  
 current events and coming attractions on Lumina News online calendar, writing  
 copy for news briefs, business movers and shakers and compiling the weekend  
 police report. We have a dedicated intern work station. Internship is very hands  
 on.

### List the Names of Agency Individuals Who May Serve as Internship Supervisors

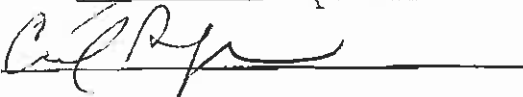
Attach Credentials (current resume or corporate bio including education) for each individual listed.

✓ MARIMAR MCNAUGHTON, MANAGING EDITOR (LUMINA NEWS) & HOMES EDITOR (WRIGHTSVILLE BEACH MAGAZINE).

Signature, Dept. Chair



Signature, Dean



Approval Date

2/10/11

Expiration Date

2/10/2016

Not Approved

## **Intern Responsibilities**

Our intern will be asked to contribute in all aspects of running a magazine. The following are specific duties that will be assigned (in no particular order) based on the applicant's skills, knowledge and abilities:

### **Production and Design**

- Ad design and changes
- Photography
- Photo management and color corrections
- Archiving
- Writing articles and photo captions
- Event calendar research
- Story research
- Magazine delivery
- Subscription mailing

### **Sales and Marketing**

- Advertiser research
- Invoice management
- Direct marketing assistance
- Account management

We are looking for someone who has experience with some or all of the following:

- Web Design
- Customer relations
- Photography
- Creative or professional writing
- General computer knowledge
  - Excel
  - Word
  - Outlook
- Macintosh computers
  - In Design
  - Photoshop
  - Illustrator

com

UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

Agency Name StarNews

Address 1003 S. 17th St. Wilmington NC 28401

Telephone (910) 343-2371

Fax

Email jeff.hidek@starnewsonline.com



Business, Services, or Responsibilities of Agency

StarNews Media is a multi-channel communications company that provides news, information, advertising and marketing services in print, on the Web and mobile devices and through event marketing. Our flagship products are the StarNews newspaper and Web site, StarNewsOnline.com. We are a member of the New York Times Regional Media Group, a division of The New York Times Company.

List Specific Opportunities or Experiences that will be Provided for the Intern

Newsroom interns participate in newsgathering, editing and reporting to support our news, features and/or sports teams. Internships are also available in photography, social media engagement and online development. Under the guidance of a supervising editor, the intern will have hands-on experience in planning, developing, and reporting stories and other items for our print and web platforms. No compensation is offered. Applicants must be able to receive academic credit for their internships.

Intensive summer internships offer plenty of opportunities for development and experience and require a commitment of approximately 25 to 40 hours a week. Weekly formal training sessions on a variety of newsgathering and communication topics are part of our summer internship program.

Fall and spring internships are designed to work around class schedules and require a commitment of at least 12 hours a week. This includes occasional formal training sessions on a variety of journalism topics.

List the Names of Agency Individuals Who May Serve as Internship Supervisors

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Jeff Hidek, Community Engagement Editor, oversees all interns, though individual interns may work closely different editors and supervisors depending on their assignments. Hidek's resume is attached.

Signature, Dept. Chair [Handwritten Signature]

Signature, Dean [Handwritten Signature]

Approval Date 11/29/10 Expiration Date 11/29/2015 Not Approved

**MARKETING/SALES**

UNIVERSITY OF NORTH CAROLINA WILMINGTON

com

REQUEST FOR APPROVAL OF AGENCY  
FOR PLACEMENT OF INTERNS

Agency Name BRAX, Ltd. Fundraising



Address 2002 Eastwood Road, Suite 202

Telephone (888) 825-9339

Fax (910) 509-9293

Email ginniek@braxltd.com

**Business, Services, or Responsibilities of Agency**

"Brax Fundraising is a rapidly growing company that works with the schools and youth sports teams across America, providing them a product platform on which they can support their fundraising goals.

**List Specific Opportunities or Experiences that will be Provided for the Intern**

The interns will be gaining experience in market research through analysis and clarification of the Brax corporate message.

They will be developing proposal skill in presenting strategies for communication of that message.

They will also be a part of the process as an idea goes from creative conceptualization and design for print, web and video.

**List the Names of Agency Individuals Who May Serve as Internship Supervisors**

Attach Credentials (current resume or corporate bio including education) for each individual listed.

(Ginnie Kuhn, Director of Communications)  
mentor

Patrick Kerr  
supervisor

Signature, Dept. Chair [Signature]

Signature, Dean [Signature]

Approval Date 8/17/11 Expiration Date 8/17/2016 Not Approved \_\_\_\_\_

# UNIVERSITY OF NORTH CAROLINA WILMINGTON

## REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

**Agency Name** Clove Marketing

**Address** 109 N. 9th Street  
Wilmington, NC 28401

**Telephone** 341-5172

**Fax** 343-8298

**Email** Tori@clovemarketing.com OR KHennes@clovemarketing.com

### ***Business, Services, or Responsibilities of Agency***

Clove Marketing is a full service advertising agency. Services include media planning and placement; market research; graphic design; market strategy; creative services for broadcast and print; sales training.

### ***List Specific Opportunities or Experiences that will be Provided for the Intern***


brainstorming concepts; interface with clients and vendors; marketing strategy; possible TV, radio, print production; everyday tasks including organizational and account services duties; media relations and public relations.

### ***List the Names of Agency Individuals Who May Serve as Internship Supervisors***

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Kim Hennes  
Tori Jones

Signature, Dept. Chair 

Signature, Dean 

Approval Date 8/15/07 Expiration Date 8/15/2012 Not Approved \_\_\_\_\_

Com

# UNIVERSITY OF NORTH CAROLINA WILMINGTON

## REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

**Agency Name** Colonial Marketing Group

**Address** 813 S. 16th Street Wilmington, NC 28403

**Telephone** (910) 343-1933

**Fax** (910) 343-1934

**Email** FrankZ@colonialmarketing.com

### **Business, Services, or Responsibilities of Agency**

Colonial Marketing Group is a full service advertising agency. We specialize in B to C and B to B marketing implementation. CMG works with 87 clients in the region and has been in business since 2002. Our primary core competency is media placement and negotiation. We provide creative services ranging from TV Production, radio production, outdoor, print, and social media.


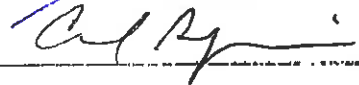
### **List Specific Opportunities or Experiences that will be Provided for the Intern**

We constantly receive requests from students at UNCW. It has been our privilege to try and work with a student intern from time to time. My primary goal with student interns is to give them real world experiences at the agency level. I try to educate them on several key agency tasks starting with understanding Scarborough Consumer Research, Media Audit, Tapscan and TV scan. We have them attend creative meetings and client meetings to help them see and understand all the human and social dynamics that take part in our business. Depending on the time of year we also go over Cost Per Point goals in our media negotiations along with pitching materials and presentation designs that are key in growing our business. In short, we try and provide them with many of the key learning tasks performed by each account manager in the agency.

### **List the Names of Agency Individuals Who May Serve as Internship Supervisors**

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Frank Zambro - Agency Director  
Rod Flinchum - Agency Founder

Signature, Dept. Chair	
Signature, Dean	
Approval Date	4/8/14
Expiration Date	4/8/2016
Not Approved	

COM

UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

Agency Name DYNAMIC DIGITAL DESIGN LLC

Address 330 CHEROKEE TRAIL WILMINGTON, NC 28409

Telephone (910) 442-7191

Fax

Email jdavisddd@gmail.com

Business, Services, or Responsibilities of Agency

Dynamic Digital Design is a fresh, innovative advertising company that allows local businesses and services the opportunity to advertise themselves in a new digital medium fit for the current, advanced technological era. Ad display screens are installed in high-traffic locations throughout Wilmington, Clinton, and Wake-Forest Raleigh areas. Advertisements run on a continuous loop at 10 seconds per viewing. We are responsible for researching the demographics of customers visiting each location, and contacting local businesses and services that will benefit from our advertising in specific locations that effectively reach their target market. We also provide the design service of each advertisement, maintain strong customer relationships with each client, and maintain the screens in each location.

List Specific Opportunities or Experiences that will be Provided for the Intern

Dynamic Digital Design offers students the opportunity to gain valuable knowledge of advertising and marketing principals in a real-world perspective. Not only do we provide valuable knowledge for advertising, public relations, and media relations, but we also offer a chance for a "one of a kind" experience with a new form of advertising that is rapidly consuming the traditional "print age". We will also provide the intern with strong insight and practice developing strategies for effective marketing and advertising for local business. They will engage in hands-on activities that involve marketing research, design, and sales. Interns will accompany a trained representative of DDD on sales meetings, gain experience in developing ads for businesses, and developing informational research brochures for potential clients. They will also learn the day-to-day processes of running a business and maintaining effective client relationships.

List the Names of Agency Individuals Who May Serve as Internship Supervisors

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Jonathan Davis (owner)

Signature, Dept. Chair [Signature]
Signature, Dean [Signature]
Approval Date 11/28/11 Expiration Date 11/28/2016 Not Approved

**UNIVERSITY OF NORTH CAROLINA WILMINGTON**

**REQUEST FOR APPROVAL OF AGENCY  
FOR PLACEMENT OF INTERNS**

**Agency Name** Countrywide Home Loans

**Address** 1437 Military Cutoff Road Suite 102, Wilmington, NC 28403

**Telephone** (910) 264-3425

**Fax** (910) 509-2926

**Email** corey\_riggs@countrywide.com

**Business, Services, or Responsibilities of Agency**

Marketing, Consultation, and Negotiation of Mortgage Programs in the Wilmington area



**List Specific Opportunities or Experiences that will be Provided for the Intern**

- 1- Opportunity to create a Marketing Campaign
- 2- Experience in speaking to clients in reference to the mortgage process
- 3 Opportunity to experience the mortgage process from Pre-Application to Closing
- 4- Experience in obtaining and inputting a Mortgage Application

**List the Names of Agency Individuals Who May Serve as Internship Supervisors**

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Corey Riggs- Graduated- UNCW- Communication Studies Dept.- May 2000  
Mortgage Banking since March 2003 Countrywide Home Loans Top Producer in Wilmington Branch- Top 10 in the region (North and South Carolina Coast)- In-House Lender at RE/MAX Coastal Properties

Signature, Dept. Chair	
Signature, Dean	
Approval Date	8/2/07
Expiration Date	8/2/2012
Not Approved	_____

com

# UNIVERSITY OF NORTH CAROLINA WILMINGTON

## REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

**Agency Name** EnnisColeman, LLP  
700 Military Curoff, Suite 312  
**Address** Wilmington, NC 28405

**Telephone** 910-681-0711

**Fax** 910-338-5175

**Email** carla.wallace@enniscoleman.com

**Business, Services, or Responsibilities of Agency**  
Law Firm



### List Specific Opportunities or Experiences that will be Provided for the Intern

Intern would be learning in a full-service law firm. Because we have attorneys that practice in so many different practice areas it provides a varied background for the intern. They would be assisting with drafting and preparing legal documents, client phone calls and interviews, general office-administration assistance, courthouse exposure and experience. The intern will be working one on one with attorneys and given the opportunity to shadow. EnnisColeman, LLP also provides a weekly in-house 'Legal Learn' for support staff, which the interns would be able to benefit from as well. The 'Legal Learn' is taught by a different attorney every week and the subjects differ based on that attorney's practice areas.

### List the Names of Agency Individuals Who May Serve as Internship Supervisors

Attach Credentials (current resume or corporate bio including education) for each individual listed.

- ✓ David Paul Ennis, ESQ
- ✓ Nathaniel T. Coleman

Signature, Dept. Chair			
Signature, Dean			
Approval Date	<u>4/14/11</u>	Expiration Date	<u>4/14/2016</u> Not Approved _____

# UNIVERSITY OF NORTH CAROLINA WILMINGTON

## REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

**Agency Name** EXIT Homeplace Realty

**Address** 3825 Market St Suite 4 Wilmington NC 28403-1421

**Telephone** (910) 762-1951

**Fax** (910) 762-1955

**Email** key@realexit.com

### ***Business, Services, or Responsibilities of Agency***

Exit Homeplace Realty is a rapidly growing Real Estate company. All of our agents are members in good standing with the local board of REALTORS. We provide our community with honest professional service while at the same time helping them to meet their housing and investment needs.

### ***List Specific Opportunities or Experiences that will be Provided for the Intern***

Intern will be provided the opportunity to learn the basics of Real Estate by performing the duties of:

- enter client related data into computer programs
- communicate with prospective clients via e-mail and telephone
- schedule and organize showings of homes and assist with these showings
- assist with the listing process of properties to include; visual inspection and measuring of the property, completing appropriate forms and entering data into computer program
- design and execute marketing plans

### ***List the Names of Agency Individuals Who May Serve as Internship Supervisors***

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Key Yessaad

For Office Use Only

Signature, Dept. Chair	_____
Signature, Dean	<u>Carl Rypni</u>
Approval Date	<u>8/24/07</u> Expiration Date <u>8/24/2012</u> Not Approved _____

## UNIVERSITY OF NORTH CAROLINA WILMINGTON

### REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

**Agency Name** Fine Coastal Living (real estate team at Keller Williams Realty)

**Address** 5030 New Centre Drive, Suite A  
Wilmington NC 28403

**Telephone** (910) 442-2030

**Fax** (910) 442-2031

**Email** lufu@FineCoastalLiving.com

#### ***Business, Services, or Responsibilities of Agency***

- i) promote the team brand, property listings and events
- ii) manage online marketing including web development, search engine optimization and email communications
- iii) manage offline marketing including newsletters and public relations
- iv) prospect for business
- v) coordinate closings
- vi) analyze real estate market activity

#### ***List Specific Opportunities or Experiences that will be Provided for the Intern***

Intern will build:

- i) Communication Skills- write and submit news releases/PSAs; create unique web content; express ideas clearly and persuasively while respecting other views.
- ii) Teamwork- build relationships externally with customers and internally with team members via assisting with marketing, booking appointments, aiding with closings, seeking and presenting feedback from showings, helping with search engine optimization, and contributing to web 2.0 practices.
- iii) Organization- help maintain an extremely organized workspace and files (including electronic)
- iv) Business Knowledge- stay abreast of real estate issues and marketing trends; proactively present ideas for business growth and creative output; learn the value of community involvement
- v) Professional Presence- learn to project a strong professional image and manages stress with confidence.

#### ***List the Names of Agency Individuals Who May Serve as Internship Supervisors***

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Melody Browne (resume attached)

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Signature, Dept. Chair *Richard K. Ober*

Signature, Dean *Campbell*

Approval Date 11/13/07 Expiration Date 11/13/2012 Not Approved \_\_\_\_\_

COM

# UNIVERSITY OF NORTH CAROLINA WILMINGTON

## REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

**Agency Name** Holland & Holland Public Relations

**Address** 415 Brewster Lane  
Wilmington NC 28412

**Telephone** (910) 431-3322

**Fax** 910-398-8307

**Email** jarrod@hhpr.biz

### **Business, Services, or Responsibilities of Agency**



We handle media relations, marketing and social media outreach for a wide range of clients (currently 13 clients) in the automotive, lifestyle, and home design industries. Current clients include Porsche Cars North America, Wheelo Electric Cars, Wide Open Excursions, Sabertooth Motorcycles, Harrison K-9, Spark Modern Fires, and much more.

### **List Specific Opportunities or Experiences that will be Provided for the Intern**

- Media List Generation
- Writing of press materials
- Pitch calls to media
- Social media outreach
- Creative campaign development

**List the names of Agency individuals who may serve as Internship Supervisors**  
Attach Credentials (current resume or corporate bio including education) for each individual listed.

Jarrod Holland  
Douglas Holland

Signature, Dept. Chair	
Signature, Dean	
Approval Date	10/25/10
Expiration Date	10/25/2015
Not Approved	<input type="checkbox"/>

COM

UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

Agency Name Inspire Creative Studios

Address 6622 Gordon Road, Ste C; Wilmington, NC 28411

Telephone (910) 395-0200

Fax (910) 395-0388

Email jon@inspirenc.com



Business, Services, or Responsibilities of Agency

Inspire is a full service marketing firm that provides in-house services in advertising, PR, design, production and web development.

List Specific Opportunities or Experiences that will be Provided for the Intern

Intern will assist Director of PR by working with him on the agency's retainer accounts. Experience will include press release writing & editing, story development, publicity, and strategic planning for the development of websites, videos, and media plans.

List the Names of Agency Individuals Who May Serve as Internship Supervisors

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Jonathan Medford

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Signature, Dept. Chair	<u>Rick Olsen</u>
Signature, Dean	<u>Carl</u>
Approval Date	<u>12/15/08</u> Expiration Date <u>12/15/2013</u> Not Approved _____

Com

# UNIVERSITY OF NORTH CAROLINA WILMINGTON

## REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

**Agency Name** The HIGH TIDE Realty Team of Coastal Properties

**Address** 2018 Eastwood Road  
Wilmington, NC 28403

**Telephone** (910) 228-8448

**Fax** (910) 256-8969

**Email** patrickg@hightiderealty.com

### **Business, Services, or Responsibilities of Agency**

Real Estate transactions from contract to closing. Dealing with Buyers and Sellers.

### **List Specific Opportunities or Experiences that will be Provided for the Intern**

Intern will learn Real Estate practices from contracts to closing and all of the details that make Real Estate transactions possible. This will be a "hands on experience" and very exciting. Also, will assist in website management, online social media marketing, print advertising development, targeted mail marketing as well as google adword campaigns.



A variety of neighborhoods and homes will be seen weekly in New Hanover, Pender and Brunswick Counties at broker luncheons. This will enable interns to gain an understanding about construction types, building materials, features, amenities, prices and LOCATIONS of pristine NC Real Estate.

### **List the Names of Agency Individuals Who May Serve as Internship Supervisors**

Attach Credentials (current resume or corporate bio including education) for each individual listed.

✓ Patrick K Gahagan

20 year Wilmington Resident and UNCW graduate who knows the area. After five successful years as owner of The Paleo Sun Jazz Cafe in historic downtown Wilmington my passion was clearly Wilmington, North Carolina Real Estate. I began my Real estate career in 2004 and love both relocating newcomers to the area and helping locals

Signature, Dept. Chair	
Signature, Dean	
Approval Date	7/6/11
Expiration Date	7/6/2016 Not Approved

# UNIVERSITY OF NORTH CAROLINA WILMINGTON

## REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

**Agency Name** UNCW Office of International Affairs

**Address** 1003 Westside Hall, UNCW  
601 S. College Rd., Wilmington, NC 28403

**Telephone** (910) 962-3685

**Fax** (910) 962-4053

**Email** studyabroad@uncw.edu

### ***Business, Services, or Responsibilities of Agency***

The UNCW Office of International Programs (OIP) mission and responsibilities are to develop and increase the international dimension of the UNCW campus.

For additional information please see next page.

### ***List Specific Opportunities or Experiences that will be Provided for the Intern***

OIP seeks an Education Abroad Marketing and Outreach Intern whose primary duties will pertain to the promotion of education abroad (study abroad and international exchange) programs and opportunities to UNCW students and other interested groups. Carrying out these duties will include further development of OIP's education abroad marketing materials, public relations presentation materials (Presentation outlines, visual tools, documents, etc) tailored to the audience.

For additional information please see next page.

### ***List the Names of Agency Individuals Who May Serve as Internship Supervisors***

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Kara Pike, Assistant Director, Education Abroad  
Kelly Rhine, Front Office Coordinator

(Point of contact but not supervisor - Mark Gallovic, Director of Education Abroad)

For Office Use Only

Signature, Dept. Chair



Signature, Dean



Approval Date

8/20/07

Expiration Date

8/20/2012

Not Approved

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UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

Agency Name Office of Institutional Diversity and Inclusion: LGBTQIA Resource Office

Address 601 South College Road, Wilmington, NC, 28403

Telephone (910) 962-2114 Fax (910) 962-3935

Email hernandezj@uncw.edu, schlaga@uncw.edu

Business, Services, or Responsibilities of Agency

See attached.

List Specific Opportunities or Experiences that will be Provided for the Intern

See attached.

List the Names of Agency Individuals Who May Serve as Internship Supervisors

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Dr. Jose Hernandez-Vice-Provost of Institutional Diversity and Inclusion
Amy Schlag, Program Coordinator-LGBTQIA Resource Office-UNCW

Signature, Dept. Chair [Signature]
Signature, Dean [Signature]
Approval Date 4/8/11 Expiration Date 4/8/2016 Not Approved

INTERNSHIP APPLICATION-OIDI  
LGBTQIA RESOURCE OFFICE

**Business, Services, or Responsibilities of Agency**

The LGBTQIA Resource Office at the University of North Carolina Wilmington supports lesbian, gay, bisexual, transgender, questioning, intersex and allied students, faculty, staff, and alumni. Our office works to create a safe and inclusive environment for the LGBTQIA community and contribute to a culturally rich campus. Additionally, the office works both to raise awareness and inclusion of sexual and gender minorities and to provide information, referral, support, and programming to the UNCW Community. We do this through community building, advocacy, social justice and diversity education and the development of global citizens. All members of the UNCW campus are welcome, regardless of gender identity or other factors.

We provide the following services:

- Educational and cultural programs
- Academic support for students
- Safe Zone Ally Training
- Liaison with PRIDE student organization
- Advocacy and community engagement
- Social justice and diversity education
- Resources in media and print.

**List Specific Opportunities or Experiences that will be Provided for the Intern**

The Office of Institutional Diversity and Inclusion is seeking to host a highly motivated and innovative intern whose academic and practical interests coincide with the goals of Institutional Diversity and Inclusion. The intern will assist the Office of Institutional Diversity and Inclusion to actively foster, encourage, and promote inclusiveness, mutual respect, acceptance, and open-mindedness among students, faculty, staff, and the broader community. Diversity includes, but is not limited to race, sex, age, color, national origin (including ethnicity), creed, religion, disability, sexual orientation, political affiliation, veteran's status, gender, educational disadvantage, socio-economic circumstances, language, and history of overcoming adversity. Interns working during summer months will help facilitate diversity sessions during New Student Orientation, working alongside staff in the other offices in Institutional Diversity and Inclusion.

This intern will be specifically working with and reporting to the LGBTQIA Resource Office. The intern will play an active role in assisting with the design and implementation programs to support and educate lgbtqia students, faculty and staff on campus. Along with gaining valuable professional skills, our internship program focuses on leadership training and developing one's voice as an LGBTQIA advocate.

The intern will participate in staff discussions regarding student affairs issues, and work to develop skills with respect to career development, academic programming, budgeting, and serving diverse student populations. Additionally, the intern will interact with students and visitors to the LGBTQIA Resource Office, facilitate student discussion groups, and present and work with programs such as Safe Zone and Shades of Grey. Additionally, the intern will assist in developing and training students to be a part of our peer to peer mentoring program. This program is designed to help students who are struggling with their LGBTQIA identity.

The UNCW Office of International Programs (OIP) mission and responsibilities are to develop and increase the international dimension of the UNCW campus. This is accomplished by fostering programs and services for international students; helping UNCW students to participate in study abroad programs; assisting UNCW faculty in their teaching, research, and scholarship abroad; developing and strengthening educational linkages with international partners so as to create opportunities for student, faculty, and staff exchanges; identifying and obtaining resources to further the internationalization of UNCW, and by enhancing and expanding international and global opportunities and resources on campus and in the surrounding community. The OIP includes a section focused on English as Second Language programs, a section for International Scholars and Services and a section on Education Abroad. The intern would work primarily on the education abroad side of our office.

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OIP seeks an *Education Abroad Marketing and Outreach Intern* whose primary duties will pertain to the promotion of education abroad (study abroad and international exchange) programs and opportunities to UNCW students and other interested groups. Carrying out these duties will include further development of OIP's education abroad marketing materials, public relations presentation materials (Presentation outlines, visual tools, documents, etc) tailored to the audience. Designing and presenting an education abroad presentation to a widely-varied audience of parents of incoming freshman, and then adjusting one's presentation sub-topics, design and approach for a 5 minute talk to junior-level business majors. The intern will be monitored to gain greater insights into various audience and how to communicate most effectively given those variables. The intern will work closely with the Education Abroad staff to gain a broader sense of international education, a refined sense of how "intercultural" considerations factor into marketing, public speaking as well as interpersonal communication.

Communication Studies majors who may seek a career path that would involve significant public speaking, planning and presenting on topics, marketing, public relations, or global capacities, may gain tangible experience in these areas and do so in an convenient but fast-paced and dynamic intercultural context. Based on the interns interests and goals and pre-requisites, an additional focus on print materials and online publishing, including education abroad promotional materials, office newsletters, etc may also be considered.

# UNIVERSITY OF NORTH CAROLINA WILMINGTON

## REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

**Agency Name** Dept of Continuing Studies & Osher Lifelong Learning Institute w/in Division for Public Service +

**Address** 5051 New Centre Drive - Suite 212, Wilmington, NC 28403

**Telephone** 962-3644

**Fax** 962-3096

**Email** duttonk@uncw.edu +

### ***Business, Services, or Responsibilities of Agency***

Continuing Studies and the Osher Lifelong Learning Institute at UNCW provides non-credit adult enrichment courses, travel programs, breakfasts, lunch and dinner events, cultural events such as College Day, Super Saturday, and the peer-taught PLATO programs. These programs generally serve the 50+ population of SE North Carolina, but are not limited only to this group.

### ***List Specific Opportunities or Experiences that will be Provided for the Intern***

The Communication Studies intern will work with both the staff and adult volunteers in Continuing Studies and will be directed by the Director of the department (Karel Dutton). He/She will assist in planning and executing some events, participate in marketing projects, research communities within the region for engagement opportunities, maintain files, and assist in communicating with community contacts. This is a hand-on opportunity to get involved working with our very energetic volunteers who work on the various curriculums and programs of the unit. There is an emphasis on assisting in the marketing to potentially new patrons and assisting with the coordination of such activities planned.

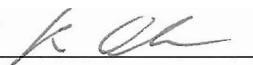
### ***List the Names of Agency Individuals Who May Serve as Internship Supervisors***

Attach Credentials (current resume or corporate bio including education) for each individual listed.

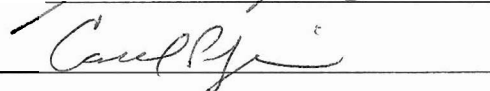
Karel Dutton, director of Continuing Studies and Osher Lifelong Learning Institute (OLLI)

For Office Use Only

Signature, Dept. Chair



Signature, Dean



Approval Date 8/20/07 Expiration Date 8/20/08 Not Approved \_\_\_\_\_

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# UNIVERSITY OF NORTH CAROLINA WILMINGTON

## REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

Adding Super.

**Agency Name** UNCW Department of Annual Giving

**Address** 601 South College Road  
Wilmington, NC 28403-5628

Approved: 12/23/10  
Cally

**Telephone** (910) 962-2049

**Fax** (910) 962-7509

**Email** ~~andrus@uncw.edu~~

Kingl@uncw.edu  
Kennedy@uncw.edu

### Business, Services, or Responsibilities of Agency

UNCW Annual Giving Program is an integral part of the university's overall fundraising efforts. With its shared goals of encouraging alumni participation and increasing annual unrestricted giving, the Annual Giving Program draws upon a pool of alumni, parents, friends, students, faculty and staff to provide UNCW with an unwavering foundation of financial support. These funds are generated through an annual Phonathon, Direct Mail Campaign, Faculty/Staff Campaign, and Student Giving Campaign. More than a just a collection of gifts, the Annual Giving Program is a catalyst for turning individual generosity into a collective energy. It represents the dynamic interaction of people working together to achieve great things for UNCW. Private gifts are essential for UNCW to fulfill its ambitious teaching, research and public service mission. Private funds help make UNCW one of the best public universities in the

### List Specific Opportunities or Experiences that will be Provided for the Intern

Student will work under the direction of the Assistant Director of Annual Giving. Student will be involved launching a Student Giving Program with duties including: Developing communication/marketing materials, identifying opportunities to market, advertise, create and administer student polls, plan and execute events, networking, recruit volunteers, provide leadership, database management, and possible web site involvement. Student will become familiar with all areas of an Annual Giving Fundraising Campaign to include: Phonathon, Direct Mail, Online Giving, Faculty/Staff Campaign, and Student Giving Campaign.

Attendance at events, database management, filing, internet research will be required. Student must be well organized, responsible, have great communication skills, represent the university in a positive light, and have a strong presence among students and peers.

### List the Names of Agency Individuals Who May Serve as Internship Supervisors

Attach Credentials (current resume or corporate bio including education) for each individual listed.

<sup>Kennedy</sup>  
Melissa ~~Andrus~~, Assistant Director of Annual Giving  
Bachelor of Arts, Communication Studies  
UNC-Wilmington 2001  
Resume Attached

Lauren King  
Asst Director Annual Giving

Signature, Dept. Chair	<u>[Signature]</u>
Signature, Dean	<u>[Signature]</u>
Approval Date	<u>7/19/07</u> Expiration Date <u>7/19/12</u> Not Approved _____

# UNIVERSITY OF NORTH CAROLINA WILMINGTON

## REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

**Agency Name** University Learning Center - Student Achievement Services, UNCW +

**Address** 601 S. College Road  
Wilmington, NC 28403- 5968

**Telephone** (910) 962-7857 **Fax** (910) 962-3727

**Email** ulc@uncw.edu

### ***Business, Services, or Responsibilities of Agency***

The University Learning Center provides peer tutoring for UNCW students. We provide one-on-one, small group, large group, and some drop-in tutoring. We tutor all Basic Studies courses and tutor writing for all academic purposes. Our goal is to provide a unique, high-quality learning experience for UNCW students through collaboration with skilled and knowledgeable peers.

### ***List Specific Opportunities or Experiences that will be Provided for the Intern***

Interns in the University Learning Center will engage in a nationally certified tutor training program. Training will begin prior to working as a tutor and continue throughout the first semester of tutoring. Interns from the Department of Communication Studies will conduct one-on-one tutoring sessions with UNCW students seeking assistance in particular communication classes and/or assistance in planning and delivering oral presentations for any academic purpose.


*studies*

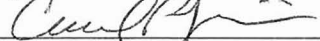
### ***List the Names of Agency Individuals Who May Serve as Internship Supervisors***

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Will Wilkinson, Associate Director, University Learning Center.

For Office Use Only

Signature, Dept. Chair 

Signature, Dean 

Approval Date 11/13/07 Expiration Date 11/13/2012 Not Approved \_\_\_\_\_

COM

# UNIVERSITY OF NORTH CAROLINA WILMINGTON

## REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

**Agency Name** UNCW Marketing and Communications (MaC)



**Address** Mailing: 601 South College Road, Wilmington, NC 28403-5993  
Physical: 737 St. James Drive

**Telephone** (910) 962-7259

**Fax** (910) 962-3847

**Email** fischettid@uncw.edu

### ***Business, Services, or Responsibilities of Agency***

MaC is responsible for the majority of UNCW's integrated communications to internal and external audiences, enhancing the university's image and reputation by providing creative and research services in marketing, printed and electronic publications, media relations, web, social media and advertising. Our staff includes highly experienced professionals in the areas of writing and editing, publications management, graphic design, photography and multimedia, web content development, online and social media content management, media planning and pitching, strategic planning, issues management and crisis communications.

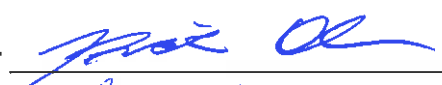

### ***List Specific Opportunities or Experiences that will be Provided for the Intern***

MaC interns receive broad experience across the marketing and communications disciplines. Interns have opportunities to write press releases for local and national audiences; write for publications disseminated to tens of thousands of UNCW stakeholders; conduct interviews and research; assist with projects in media relations, marketing, printed and electronic publications, photography, crisis communications, social media and attend staff/project meetings. Interns work closely with MaC staff but also conduct independent assignments and are responsible to meet deadlines. They are expected to exhibit a strong work ethic, dependability, professionalism, good judgment, intellectual curiosity, enthusiasm, strong interpersonal and communication skills, and a team attitude. In return, interns receive valuable hands-on work experience, timely feedback and advice on their work, inclusion in discussions on issues/roadblocks faced by professionals on a daily basis, writing and project samples for portfolios, and assistance with resumes, interview prep, networking, recommendations and other job search activities.

### ***List the Names of Agency Individuals Who May Serve as Internship Supervisors***

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Dana Fischetti  
Marybeth Bianchi  
Mark Hurt  
*Cindy Lawson*

Signature, Dept. Chair	
Signature, Dean	
Approval Date	<u>10/25/10</u> Expiration Date <u>10/25/2015</u> Not Approved _____

COM

# UNIVERSITY OF NORTH CAROLINA WILMINGTON

## REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

**Agency Name** Sharky's Game Room- Department of Campus Life

**Address** Fisher Student Center  
601 S. College Road  
Wilmington, NC 28402

**Telephone** (910) 962-7722

**Fax** (910) 962-7438

**Email** harrellk@uncw.edu; sharkys@uncw.edu

**Business, Services, or Responsibilities of Agency**

See attached position description and announcement

**List Specific Opportunities or Experiences that will be Provided for the Intern**

See attached position description and announcement

**List the Names of Agency Individuals Who May Serve as Internship Supervisors**

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Krista Harrell-Blair

For Office Use Only

Signature, Dept. Chair	<u>[Signature]</u>
Signature, Dean	<u>[Signature]</u>
Approval Date	<u>12/7/08</u> Expiration Date <u>12/7/2013</u> Not Approved <u>          </u>

University of North Carolina Wilmington  
**UNCW Presents**  
**Sharky's Game Room Internship**

**Internship Description**

The Sharky's Game Room internship provides a great opportunity for a student to develop skills in audience development, marketing, and program implementation. The student will learn how to promote audience development and interaction. We seek a motivated, creative, hard-working student with initiative who cares about the community and wants to help to continue to develop leisure opportunities and engagement on campus.

*Responsibilities include, but are not limited to the following:*

- Assist with audience development and broadening student engagement in Game Room programming and services.
- Assist with promotional campaigns, including the development of print materials, PowerPoint ads, web ads, display cases, and an e-mail newsletter, etc.
- Create and develop on-campus partnerships with student organizations and departments and off-campus partnerships with groups such as Coca-Cola to enhance programming and the overall branding of Sharky's Game Room.
- Promote Sharky's Game Room events by listing them on the on the UNCW Campus Activities calendar, Channel 77, Lumina Theater slide ads, table tents.
- Help coordinate and promote ACUI Leisure Weekend qualifying tournaments
- Assist with programming series by creating opportunities for audience interaction at Game Room events.
- Attend specified events in Sharky's Game Room to facilitate audience interaction.
- Conduct audience surveys at Sharky's Game Room events to evaluate the effectiveness of advertising, promotions and programming, and to solicit requests for future programming.
- Assist in the development of store-front displays
- Attend meetings with supervisor and Sharky's staff as needed

**Skills & Qualifications**

- Coursework in Communication Studies and/or Health and Applied Human Sciences
- Ability to work independently.
- Good organizational, writing and communication skills.
- Detail oriented.
- Ability to use Microsoft Word, PowerPoint and Excel and Photoshop or Illustrator programs comfortably.

The position as Sharky's Game Room Intern will require an average of 8-10 hours per week. Hours are flexible and adaptable to scheduling demands and program needs. Some evening and weekend hours will be required. Academic credit may be received. Students should check with their academic departments for eligibility.

Period of Internship: Spring 2008 semester

**APPLICATION PROCEDURE:** Send resume, cover letter, name and contact information for two references to Krista Harrell-Blair, Assistant Director for Programs, UNCW Presents via email at [harrellk@uncw.edu](mailto:harrellk@uncw.edu) or to FSC 2029E. For more information contact Krista Harrell-Blair at 962-7722 or [harrellk@uncw.edu](mailto:harrellk@uncw.edu).

**INTERNSHIP SUPERVISOR:** Krista Harrell-Blair, Assistant Director for Programs, UNCW Presents

**About Sharky's Game Room**

Sharky's Game Room is UNCW's premiere Gaming and Entertainment destination. Conveniently located in the first floor of the Fisher Student Center, Sharky's is open every day. Our facility features Billiards, Darts, and Table Tennis. Monthly programs include tournaments, clinics, and special events. We also offer traditional board games, a big-screen TV lounge, drinks and snacks. Sharky's is the concession location for Lumina Theater.

**About UNCW Presents**

We initiate, plan, implement, and evaluate a wide range of programs for students, the campus and Wilmington communities. We provide students opportunities to participate in artistic, educational, social, and cultural programs. Through programming we hope to foster a sense of community and citizenship at UNCW.

**Krista Harrell-Blair**  
**UNCW Presents**  
**962-7722**  
**[harrellk@uncw.edu](mailto:harrellk@uncw.edu)**

962-7061

Com

# UNIVERSITY OF NORTH CAROLINA WILMINGTON

## REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

**Agency Name** WECT-TV

**Address** 322 Shipyard Blvd  
Wilmington NC 28412

**Telephone** (910) 791-8070

**Fax**

**Email** jkirk@wect.com

**Business, Services, or Responsibilities of Agency**

Television Station

**List Specific Opportunities or Experiences that will be Provided for the Intern**

Assist sales staff with outside sales calls, sales presentations, sales paperwork and sales promotions.

**List the Names of Agency Individuals Who May Serve as Internship Supervisors**

Attach Credentials (current resume or corporate bio including education) for each individual listed.

✓ Jessica Kirk

For Office Use Only

Signature, Dept. Chair [Signature]

Signature, Dean [Signature]

Approval Date 4/13/10 Expiration Date 4/13/2015 Not Approved \_\_\_\_\_

# **PUBLIC RELATIONS**

**CAMERON ART MUSEUM**  
Public Relations and Special Events Intern Responsibilities

Education:

- Communication or Business Major

Skills Needed:

- Organized
- Motivated and a self starter
- Professional and reliable
- Proficient in internet research and Microsoft applications
- Graphic design skills (PageMaker, Quark, Illustrator) a plus

Responsibilities:

- Enter Museum functions on cultural web calendars: WHQR, Creative Wilmington, GWACA, InsiderInfo.
- Clip, organize, file and archive print articles regarding Museum and its activities.
- Photograph events to enhance promotional pieces.
- Distribute Museum function flyers to UNCW and Cape Fear Community College campuses, coffee shops, café, music stores, bookstores, etc. as needed.
- Assist with assembly of press kits and facility rental information packets.
- Assist with set up and breakdown of Museum functions.
- Assist with general office duties such as filing, copying, etc.

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# UNIVERSITY OF NORTH CAROLINA WILMINGTON

## REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

**Agency Name** Cape Fear Community College (CFCC) Foundation

**Address** 411 North Front Street, Wilmington, NC 28401

**Telephone** (910) 362-7029

**Fax** (910) 362-7494

**Email** dmckoy@cfcc.edu; mrobison@cfcc.edu

### ***Business, Services, or Responsibilities of Agency***

The CFCC Foundation is responsible for most of the public outreach for the college. We host many events and special initiatives to familiarize the community with the activities of the college, and also cultivate and steward relationships with donors to encourage financial support. The CFCC Foundation exists solely to support the students, teachers, programs and mission of CFCC. We secure and manage gifts and grants, including cash contributions, deferred gifts, securities, donated services, and equipment and supplies for educational purposes. Most of the funds we raise are designated for our students in the form of scholarships to directly help them with their educational goals.

Dana McKoy

### ***List Specific Opportunities or Experiences that will be Provided for the Intern***

Our interns are a vital part of our office and we consider them to be an invaluable part of our team. Interns are exposed to numerous opportunities relating to public relations, event planning, fund-raising, networking and graphic design. Specifically, our interns are responsible for:

- \* Actively assisting in the planning of medium- to large-scale events and college functions, and taking the lead on planning smaller-scale events and programs.
- \* Writing and editing press releases, staff/donor/alumni profiles and feature stories to be published in the CFCC schedule book, the Foundation newsletter, various CFCC websites and Facebook pages.
- \* Designing PR campaigns and graphic design pieces (ex. invitations, post cards, advertisements) to integrate with various public relations and marketing activities.
- \* Maintaining and monitoring various social media such as Facebook, LinkedIn and web-based community calendars.
- \* Networking with a variety of constituencies, including prominent community members, along with board members, faculty, staff and alumni of the College.
- \* Observing and learning about the phases of fund-raising, including prospect cultivation and donor stewardship.

### ***List the Names of Agency Individuals Who May Serve as Internship Supervisors***

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Dana McKoy, Coordinator of Special Events, Donor & Alumni Relations  
Margaret Robison, Executive Director of the CFCC Foundation

Signature, Dept. Chair			
Signature, Dean			
Approval Date	<u>1/5/12</u>	Expiration Date	<u>1/5/2017</u> Not Approved _____

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# UNIVERSITY OF NORTH CAROLINA WILMINGTON

## REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

**Agency Name** Downtown Business Alliance



**Address** P O Box 208 Wilmington, NC 28402

**Telephone** 910-762-4207 (secr. business phone) **Fax**

**Email** dbawilmington@gmail.com

### ***Business, Services, or Responsibilities of Agency***

The Downtown Business Alliance is a non profit C-6 membership organization established in 1956. It has helped the downtown Wilmington community as an advocacy voice and served an important role in its' growth and improvement through the years. DBA's mission: To Unite, Support and Promote the Downtown Wilmington community. Through civic activism, and annual events we are able to help make downtown a viable community for business owners, residents and visitors.

### ***List Specific Opportunities or Experiences that will be Provided for the Intern***

The intern will be working closely with the President and the Secretary of DBA on the following initiatives:

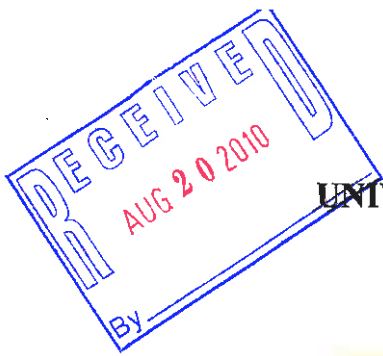
1. Assist with the compilation of a comprehensive database in excel.
2. Assist with creating 1-2 newsletters per month utilizing Constant Contact software.
3. Assist in writing press releases and promotion to local media.
4. Manage email correspondence.
5. Assist with the project for developing a new website. Surveying and gathering input from the community on content needs.
6. Assist with the establishment of a Business Seminar Program.

### ***List the Names of Agency Individuals Who May Serve as Internship Supervisors***

Attach Credentials (current resume or corporate bio including education) for each individual listed.

✓ Jim Bitto, President Realty Sales with Network Realty  
Joan Loch, Secretary Owner of Crescent Moon at The Cotton Exchange — mentor only

Signature, Dept. Chair			
Signature, Dean			
Approval Date	<u>1/17/12</u>	Expiration Date	<u>1/17/2017</u> Not Approved _____



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UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

Agency Name Easter Seals UCP North Carolina & Virginia

Address 33 Darlington Ave, Wilmington, NC 28403

Telephone (910) 790-5921 Fax (910) 794-1036

Email london.williamson@nc.eastersealsucp.com

Business, Services, or Responsibilities of Agency

Easter Seals UCP North Carolina & Virginia is a lifelong partner to people managing disabilities and mental health challenges. Serving more than 17,000 children, adults and families annually, our services are centered around each person's needs to live, learn and participate fully in his or hers community.

List Specific Opportunities or Experiences that will be Provided for the Intern

Under the supervision of the Development Manager, intern will gain valuable experience in the following areas:

- Exposure to daily office life and procedures.
-Raising community awareness while refining public speaking skills.
-Observe and contribute to committee and corporate meetings.
-Assist in the planning of non-profit fund raising and community events.
-Gain effective communication skills while building community and business relationships.
-Perform administrative duties and assist with projects for the Development department.
-Help with internal and external communication by assisting in the creation of and/or proofreading of letters, newsletters, speeches and other written or spoken materials.

List the Names of Agency Individuals Who May Serve as Internship Supervisors

Attach Credentials (current resume or corporate bio including education) for each individual listed.

London Williamson, Development Manager

Signature, Dept. Chair [Signature]
Signature, Dean [Signature]
Approval Date 8/23/10 Expiration Date 8/23/2015 Not Approved

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# UNIVERSITY OF NORTH CAROLINA WILMINGTON

## REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

**Agency Name** The Full Belly Project



**Address** 1020 Chestnut Street PO Box 7874  
Wilmington, NC 28403

**Telephone** (910) 452-0975

**Fax**

**Email** fullbellyproject@gmail.com

### ***Business, Services, or Responsibilities of Agency***

The Full Belly Project is a non-profit that designs and distributes income generating agricultural devices to improve life in rural communities.

### ***List Specific Opportunities or Experiences that will be Provided for the Intern***

The intern will coordinate with Local Events Committee in the solicitation of corporate sponsorship of our signature fund raising event, Feast Against Famine.

The intern will be responsible for preparing, presenting, and updating various social media.

The intern will assist the executive director in updating and editing the website.

The intern will assist the executive director in editing the newsletter.


The intern will assist the executive director in various outreach activities.

### ***List the Names of Agency Individuals Who May Serve as Internship Supervisors***

Attach Credentials (current resume or corporate bio including education) for each individual listed.

✓ Daniel Ling, Executive Director

Signature, Dept. Chair 

Signature, Dean 

Approval Date 12/13/10 Expiration Date 12/13/2015 Not Approved \_\_\_\_\_

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# UNIVERSITY OF NORTH CAROLINA WILMINGTON

## REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

**Agency Name** The Greater Wilmington Sports Hall of Fame +

**Address** 1207 Airlie Road  
Wilmington, NC 28403

**Telephone** (910) 256-6532 **Fax**

**Email** ndooley@ec.rr.com

### ***Business, Services, or Responsibilities of Agency***

The Greater Wilmington Sports Hall of Fame is a non-profit corporation whose purpose is to honor those persons who by their excellence in the world of sports have brought recognition and esteem to themselves and the Greater Wilmington Area. The proceeds from our event help endow the Bill Dooley Scholarship Program. This program was established in honor of Coach Bill Dooley, long-time Atlantic Coast Conference Head Football Coach and inaugural chairman of The Greater Wilmington Sports Hall of Fame. Yearly, up to five scholarships are awarded to student athletes who have made a contribution to their respective sport and are good students and citizens.

### ***List Specific Opportunities or Experiences that will be Provided for the Intern***

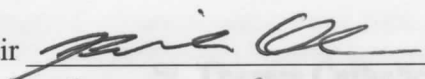
The interns will have the opportunity to work with professionals in the fields of event planning, communications, video production, and marketing. Specifically, the interns will assist with the marketing of our Atlantic Packaging Corporation Auction, the marketing and layout of the Banquet Program, and the media conferences in February and May. This will include but not be limited to compiling and writing information for our press conference packets and dealing with media requests for additional information.

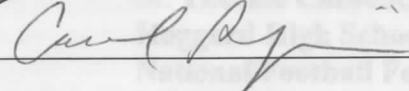
### ***List the Names of Agency Individuals Who May Serve as Internship Supervisors***

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Marie Dooley, Greater Wilmington Sports Hall of Fame Event Coordinator  
Liz Carroll, Auction and Program Committee Chairman

For Office Use Only

Signature, Dept. Chair 

Signature, Dean 

Approval Date 12/3/09 Expiration Date 12/3/2014 Not Approved \_\_\_\_\_

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UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

Agency Name Hackman Events, LLC (Subsidiary: Go Time!)

Address 3846 Echo Farms Blvd., Wilmington, NC 28412 www.Its-Go-Time.com

Telephone (910) 859-9500 Fax (910) 799-3956

Email colin@its-go-time.com

Business, Services, or Responsibilities of Agency

Hackman Events, LLC specializes in all areas of event management. Under the name Go Time!, the company is Wilmington's premiere company for planning, managing, timing and publicizing road races such as 5K races. Hackman Events assists non-profit organizations raise money through events. The company is responsible for the publicity and event management for the Willie Stargell Celebrity Golf Tournament, Run for the Ta-Tas, Patriot Combat Run and an annual 4-day Conference & Trade Show for military personnel, just to name a few.

List Specific Opportunities or Experiences that will be Provided for the Intern

- Opportunities include but are not limited to: Establish contacts with local/regional media and business leaders Identify and pitch news stories Write press releases targeted to print, broadcast and digital media Coordinate media interviews, videos, and pictures Social Media including Facebook, Twitter and Go Time! website Assist with coordination of events including selecting and securing event locations, vendors, sponsorships Establish event time lines and talking points for public speakers Learn how to work within a budget Work directly with professionals with extensive backgrounds in communications, journalism and event management

List the Names of Agency Individuals Who May Serve as Internship Supervisors

Attach Credentials (current resume or corporate bio including education) for each individual listed.

- Colin Hackman Michelle Hackman

Signature, Dept. Chair [Signature] Signature, Dean [Signature] Approval Date 12/20/14 Expiration Date 12/20/2016 Not Approved

UNIVERSITY OF NORTH CAROLINA WILMINGTON

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REQUEST FOR APPROVAL OF AGENCY  
FOR PLACEMENT OF INTERNS

**Agency Name** New Hanover Regional Medical Center - Marketing & Public Relations Department

**Address** 2131 S. 17th Street  
Wilmington, NC 28402

**Telephone** (910) 342-3400

**Fax** (910) 342-3853

**Email** martha.harlan@nhrmc.org

**Business, Services, or Responsibilities of Agency**

The NHRMC Marketing and Public Relations Department is responsible for internal and external communications as well as advertising, market growth, and public relations for the hospital and its affiliated organizations, including outpatient rehabilitation, diagnostic centers, urgent cares, physician practices, home care and EMS.

**List Specific Opportunities or Experiences that will be Provided for the Intern**

- Assisting our Marketing and Special Events Coordinator prepare for marketing events, possibly assisting at the event if available.
- Working with our New Mover program, entering data and sending out requested marketing materials.
- Updating photo files in computer.
- Checking media publications for articles and/or ads relating to NHRMC.
- General assisting within Marketing department as needed.

**List the Names of Agency Individuals Who May Serve as Internship Supervisors**

Attach Credentials (current resume or corporate bio including education) for each individual listed.

✓ Martha Harlan, Director of Marketing & Public Relations

Signature, Dept. Chair [Signature]

Signature, Dean [Signature]

Approval Date 1/17/12 Expiration Date 1/17/2017 Not Approved \_\_\_\_\_

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UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

Agency Name New Hanover Regional Medical Center Foundation Inc.

Address 2259 South 17th Street Wilmington, NC 28401

Telephone (910) 815-5002 Fax (910) 815-5004

Email Aline.Lasseter@nhrmc.org; Kristal.McHugh@nhrmc.org; Jamie.Thompson@nhrmc.org

Business, Services, or Responsibilities of Agency

The Foundation is the nonprofit fund raising organization of New Hanover Regional Medical Center. Funds are used to support programs at the medical center that provide enhanced care; education for staff; provide new technology for improving patient care; and compassionate care for employees and patients in need.

List Specific Opportunities or Experiences that will be Provided for the Intern

The intern will assist staff in all phases of the annual giving program and will see first-hand how anon-profit agency raises funds. The intern will assist staff with communications, such as the Foundation's newsletter and direct mailing and marketing. The intern will be involved with the planning and execution of the major events of the Foundation to include the Pink Ribbon events, Founders' Gala, Red Dress Luncheon, Celebrate the Gold and the Coastal Classic Celebrity Golf Tournament. Interns will be assigned specific duties in addition to assisting staff with day to day administrative functions such as front desk coverage during lunch breaks.

List the Names of Agency Individuals Who May Serve as Internship Supervisors

Attach Credentials (current resume or corporate bio including education) for each individual listed.

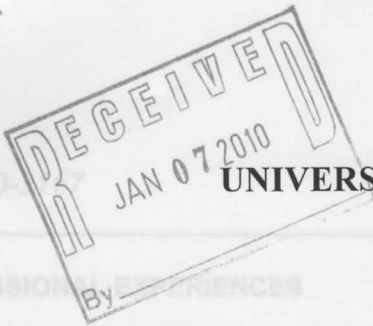
Aline Lasseter, Executive Director and Vice President of Development

✓ Kristal McHugh, Annual Gifts Officer

✓ Jamie Thompson, Special Events Officer

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Signature, Dept. Chair [Signature]
Signature, Dean [Signature]
Approval Date 10/18/11 Expiration Date 10/18/2016 Not Approved



Laura Coker Craft  
4222 Sunflow Drive  
Wilmington, NC 28403

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UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY  
FOR PLACEMENT OF INTERNS

Agency Name Cape Fear chapter, American Red Cross

Address 1102 South 16th Street, Wilmington, NC 28401

Telephone (910) 942-1816

Fax (910) 343-5850

Email laura.craft@arccapefear.org

Business, Services, or Responsibilities of Agency

The American Red Cross shelters, feeds and counsels victims of disasters; provides nearly half of the nation's blood supply; teaches lifesaving skills; and supports military members and their families. The Red Cross is a charitable organization - not a government agency- and depends on volunteers and the generosity of the American Public to perform its humanitarian mission.

List Specific Opportunities or Experiences that will be Provided for the Intern

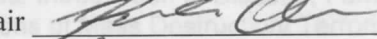
- Build Chapter visibility by supporting media relations activities; prepare/disseminate press releases, conduct interviews, and participate in press conferences
- Assist in the development/dissemination of communication and marketing pieces (flyers, brochures, etc) that promote brand image and aid in increasing public awareness of Red Cross programs, services and initiatives, specifically for the Health and Safety Dept.
- Maintain a binder of Health and Safety fliers, brochures, press releases, and media coverage.
- Participate in the promotion of special events in collaboration with designated committees, staff and volunteers (ie Workplace Seminar).
- Participate in basic CPR, First Aid and AED training courses offered through the Chapter.
- Assist with the development of newsletter and website content as needed.
- Accept public speaking invitations and make presentations as requested to internal and external audiences.
- Accept other duties as assigned.

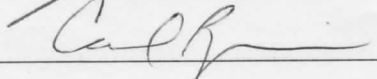
List the Names of Agency Individuals Who May Serve as Internship Supervisors

Attach Credentials (current resume or corporate bio including education) for each individual listed.

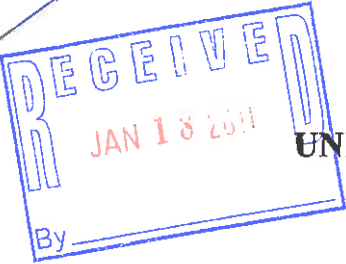
Laura Craft

For Office Use Only

Signature, Dept. Chair 

Signature, Dean 

Approval Date 1/8/10 Expiration Date 1/8/15 Not Approved \_\_\_\_\_



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UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

Agency Name Sage Island

Address 1638 Military Cutoff Road

Telephone (910) 509-7475

Fax (910) 509-3181

Email mduncan@sageisland.com



Business, Services, or Responsibilities of Agency

Sage Island is an integrated marketing company offering services such as graphic design, web production, custom programming and internet marketing. The agency works with a wide range of clients from local small businesses to Fortune 500 companies on a national and international level. A large amount of our clients are involved in action sports.

List Specific Opportunities or Experiences that will be Provided for the Intern

Intern will work with action sports client base assisting our sister company Board Retailers Association in membership drive, organization of member database, and day to day operations of association. This association is non profit organization that represents retailers in the action sports community. Intern will increase membership in association through cold calls and follow up.

List the Names of Agency Individuals Who May Serve as Internship Supervisors

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Mike Duncan, CEO of Sage Island and cofounder of Board Retailers Association. Bio and additional resume information attached separately.

Signature, Dept. Chair [Signature]

Signature, Dean [Signature]

Approval Date 1/18/11 Expiration Date 1/18/2016 Not Approved

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# UNIVERSITY OF NORTH CAROLINA WILMINGTON

## REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

**Agency Name** North Carolina Aquarium at Fort Fisher

**Address** 900 Loggerhead Rd., Kure Beach, NC 28449

**Telephone** (910) 458-8257

**Fax** (910) 458-6812

**Email** terry.bryant@ncmail.net

### **Business, Services, or Responsibilities of Agency**

The primary purpose of this position is to learn the operations of the Aquariums special events section. The position will promote learning about guidance, leadership, and supervision/management with events. The position will give understanding of planning and coordinating a year-round schedule of events and rentals for the Aquarium facility. There will be understanding of developing, implementing and administering special event programming and facility rentals, including a hands-on learning experience during rentals and special events. These activities will promote the Aquarium, increase attendance, and generate revenue from use of the facility. The position will provide understanding of marketing, promotion and scheduling. The events department will work cohesively with all departments within the Aquarium including a parallel of department communication and environmental issues for green events.

### **List Specific Opportunities or Experiences that will be Provided for the Intern**

Will learn hands-on about scheduling and avoiding conflicts with a master schedule within the aquarium and departments.

Will attend six events giving opportunity to see the intricate details of set up, event requirements, and clean up.

Will provide opportunity to learn about marketing the Aquarium through design of a rental brochure.

Will develop a potential cultural arts special event from the initial planning to implementation.

Will take informational calls and respond after gaining knowledge of program.

Will develop a potential rental option that is not currently in use with supporting documentation of feasibility.

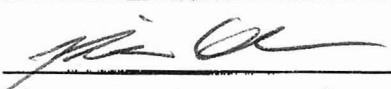
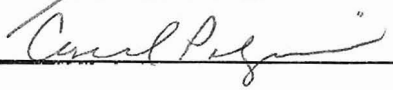
### **List the Names of Agency Individuals Who May Serve as Internship Supervisors**

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Terry Bryant (resume attached)

Emily Bullock (resume attached)

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Signature, Dept. Chair	
Signature, Dean	
Approval Date	3/31/08
Expiration Date	3/31/2013
Not Approved	

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# UNIVERSITY OF NORTH CAROLINA WILMINGTON

## REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

**Agency Name** Old Books on Front St.

**Address** 22 N. Front St.

**Telephone** (910) 763-4754

**Fax** (910) 763-4754

**Email** HRHGwenyfar@gmail.com

### **Business, Services, or Responsibilities of Agency**

We are a community center masquerading as a bookstore. We offer an extensive program of events and community gatherings that bridge age groups, gender and ethnicity. From Story Telling to "read - in" celebrations of cultural and science themes to open mic to invited guests to performance art and music we provide a venue to encourage discussion and to push the envelope of personal experience.

### **List Specific Opportunities or Experiences that will be Provided for the Intern**

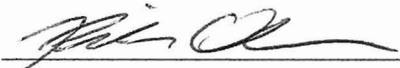

We are seeking an intern with an interest in promotion and PR. As stated above we have an ambitious program or events (averaging 4 a week, often more) and we want to continue to expand. We are looking for someone who wants to help curate this experience, and promote it. Duties will include (and not be limited to) press releases, community calendars, liaison with media outlets and performers. In addition we are going to start hosting monthly art shows in January. There is a lot of advance work that will be necessary in fall of '08 to prepare for this new phase in spring of '09. We must find artists, select work, develop and promote this new phase. If there is a person looking to seriously learn first hand about promotion in the Arts and Events, this is a great internship. It will not be filing, you will be doing real work!

### **List the Names of Agency Individuals Who May Serve as Internship Supervisors**

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Gwenyfar Rohler

For Office Use Only

Signature, Dept. Chair	
Signature, Dean	
Approval Date	<u>4/1/08</u> Expiration Date <u>4/1/2013</u> Not Approved _____

# UNIVERSITY OF NORTH CAROLINA WILMINGTON

## REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

**Agency Name** Sweeney

**Address** 201 North Front Street, Ste. 904, Wilmington, NC 28401

**Telephone** 772.1688

**Fax**

**Email** jennifer@sweeneypr.com

### ***Business, Services, or Responsibilities of Agency***

Sweeney is a full-service marketing and public relations firm dedicated to helping organizations identify and achieve critical marketing and sales goals through diagnostics, strategic planning and traditional, as well as cutting edge tactics.

Sweeney is headquartered in Cleveland and operates a full-service office in Wilmington, N.C. For additional information, visit [www.sweeneypr.com](http://www.sweeneypr.com).

### ***List Specific Opportunities or Experiences that will be Provided for the Intern***


Assist with developing and editing client projects, including: media list, news releases, editorial backgrounders, fact sheets, feature articles, newsletters, media reports, direct mail, marketing and public relations plans, etc. Participate in agency brainstorming and meetings. Assist with pitching stories/products/events to local, regional and national media. Coordinate with vendors, including: newspaper clipping services, television monitoring services, videographers, photographers, printers, etc. Support new business initiatives.

### ***List the Names of Agency Individuals Who May Serve as Internship Supervisors***

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Jennifer Manocchio

Signature, Dept. Chair 

Signature, Dean 

Approval Date 8/2/07 Expiration Date 8/2/2012 Not Approved \_\_\_\_\_

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UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

Agency Name UNCW Career Center



Address 601 S. College Rd, Fisher University Union 2035, Wilmington, NC 28409-5924

Telephone (910) 962-3174

Fax (910) 962-4257

Email careercenter@uncw.edu

Business, Services, or Responsibilities of Agency

Career and employment development services for college students and alumni.

List Specific Opportunities or Experiences that will be Provided for the Intern


Interns will have the opportunity to participate in event planning and promotion for career events connecting college students and alumni with internship and full-time career opportunities. Activities may include but are not limited to: student promotions, employer meetings, career fairs and strategic events.


List the Names of Agency Individuals Who May Serve as Internship Supervisors

Attach Credentials (current resume or corporate bio including education) for each individual listed.

- Thom Rakes, Director, Career Center
- Sarah Clark, Career Development Counselor, Career Center
- Mark Werbeach, Career Development Counselor, Career Center
- Mike Phillips, Career Development Counselor, Career Center

approved already

Signature, Dept. Chair 

Signature, Dean 

Approval Date 8/11/11 Expiration Date 8/11/2016 Not Approved \_\_\_\_\_

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**UNIVERSITY OF NORTH CAROLINA WILMINGTON**

**REQUEST FOR APPROVAL OF AGENCY  
FOR PLACEMENT OF INTERNS**

**Agency Name** Office of the Dean of Students - University of North Carolina Wilmington

**Address** 601 South College Road, Wilmington, NC 28403-5941  
Fisher University Union, Room 2017

**Telephone** (910) 962-3119

**Fax** (910) 962-4265

**Email** mneillyj@uncw.edu

**Business, Services, or Responsibilities of Agency**

The Office of the Dean of Students is committed to student growth and self-responsibility by serving as student advocates and as a central resource for addressing student issues and concerns. Through collaboration with the university and Wilmington community, we provide assistance to all students, faculty and staff through policy clarification, conflict resolution, grievance procedures, confidential consultations and crisis management/ intervention. Our mission is to foster a respectful and dynamic community that affirms the value and contributions of each individual, and which harbors democracy, civility, and diversity as paramount values. In addition to advocating for students, our office develops opportunities for campus involvement through Greek Affairs and Commuter and Non-traditional Students Services and Graduate Student Life programming

**List Specific Opportunities or Experiences that will be Provided for the Intern**



- 1) Student will have the opportunity to observe and actively participate in the student conduct process (including the administrative process, Campus Judicial Board and observing and adjudicating minor level conduct cases).
- 2) Student will have the opportunity to observe and shadow deans' day to day activities including student crisis and intervention and emergency response.
- 3) Student will have the opportunity to observe and participate in the University/Community Relations Task Force
- 4) Student will be given the opportunity to observe a Relationship Violence - Sexual Assault Response Team meeting and work with the CARE Office to help present a program
- 5) Student will have the opportunity to learn the university process in dealing with disruptive students and the academic honor code.
- 6) Student will learn the withdrawal process from the university and gain a full understanding of the process
- 7) Student will learn about student privacy rights - specifically FERPA. Student will also learn the myths of FERPA and what can and cannot be legally shared without a student's consent.

**List the Names of Agency Individuals Who May Serve as Internship Supervisors**

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Jennie McNeilly - Associate Dean of Students  
Amy Hector - Assistant Dean of Students  
Ben Ojala - Assistant Dean of Students

For Office Use Only

Signature, Dept. Chair	
Signature, Dean	
Approval Date	<u>4/25/08</u> Expiration Date <u>4/25/2013</u> Not Approved _____

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# UNIVERSITY OF NORTH CAROLINA WILMINGTON

## REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

**Agency Name** UNCW Athletic Communications (Sports Information Office)

**Address** UNCW, 601 South College Road, Wilmington, N.C. 29403

**Telephone** (910) 962-3236

**Fax** (910) 962-3002

**Email** browningj@uncw.edu



### ***Business, Services, or Responsibilities of Agency***

The Athletic Communications Office at UNCW serves as the university's primary contact with local, regional and national news media when athletic-related concerns are involved. The office also maintains UNCWsports.com, the athletic department's website, and coordinates all photography and videography needs for the program. In addition, the office produces virtual guides and printed materials to promote the program's student-athletes and coaches and manages all athletics archives.


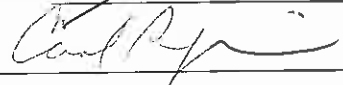
### ***List Specific Opportunities or Experiences that will be Provided for the Intern***

Interns will benefit from a variety of experiences, ranging from setting up interviews with print, web and electronic media to writing news releases and feature stories for publications and web content. All interns are required to assist with game-day operations and help news media covering UNCW's athletic events. Daily interaction with UNCW's student-athletes and coaches is heavy and networking opportunities with local, regional and national news media frequent. There will be detailed involvement with the creative and editorial components of UNCWsports.com.

### ***List the Names of Agency Individuals Who May Serve as Internship Supervisors***

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Joe Browning, Senior Associate Athletic Director (If you don't have my credentials, please let me know)

Signature, Dept. Chair	
Signature, Dean	
Approval Date	1/13/11
Expiration Date	1/13/2016
Not Approved	_____

UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

Agency Name UNCW Professional and Executive Education

Address Division for Public Service and Continuing Studies 601 S. College Road, Wilmington, NC 28403-5614

Telephone (910) 962-7194

Fax (910) 962-3096

Email rankina@unew.edu

Business, Services, or Responsibilities of Agency

To provide relevant, practical non-credit professional development education, using a variety of delivery modes, to business, government and military entities in Southeast North Carolina; and

To demonstrate and apply UNCW faculty and staff expertise in a way that is useful to our region and supportive of the University's mission and objectives.

See additional information on next page.

List Specific Opportunities or Experiences that will be Provided for the Intern

Assist in coordinating instructor mixer and fall publicity event. Tasks include: reserving space and necessary A/V equipment; planning room setup and associated logistics; planning menu; drafting agenda; designing invites and tracking response; develop and manage check-in the day of the event.

Contribute to revision of course evaluation form; compile course feedback data and report on needed changes or program additions having to do with content, curriculum design, instructional delivery, suitability of teaching space, time/date course offered, course handouts and cost.

Assist with development of Spring 2008 professional education catalog which will include development of timeline, drafting course schedule, identifying instructors and curricula, securing instructional space.

Build and maintain mailing databases; print nametags, table tents; maintain list of needed teaching supplies.

List the Names of Agency Individuals Who May Serve as Internship Supervisors

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Allison Rankin, Coordinator UNCW Professional and Executive Education

Please see resume attached.

Signature, Dept. Chair [Signature] Signature, Dean [Signature] Approval Date 8/2/07 Expiration Date 8/2/2012 Not Approved

## **UNCW Professional and Executive Education**

### **Directed Independent Study Opportunity – Spring 2008**

*Program Development - Assistant to the Coordinator*

Background: This unit of the University is responsible for the design and delivery of customized continuing education programs for managers in the business, industry and government sectors. These courses can be delivered in a variety of formats – in-person, online, distance learning or a blend.

Project description: Assist coordinator with the following tasks:

- Research selected professional associations (social work, psychology, attorneys, engineers, etc.) and obtain their CEU requirements. Align with existing UNCW Professional Education coursework. Develop system for having coursework approved. Develop strategy for promoting programs to professional members. Create database with contact information.
- Assist with development of Fall 2008 catalog including researching and identifying top 20 trends in business to guide in course design and target marketing.
- Identify courses in Ed2Go (online continuing education courses) that could be bundled for certificate programs.
- Build professional association database with local contact name, e-mail address, web address and mailing address. Assign to business sector.
- Assemble promotional packets and course workbooks.
- Manage scheduling system for tracking class dates, instructor contracts, and supply orders
- Assist with logistics such as room reservations and set-up, equipment needs, catering, and parking.
- Accompany coordinator on sales calls/site visits to assess and summarize clients' professional development needs.
- Design, distribute and monitor client surveys using SelectSurvey software.
- Build/maintain mailing databases; print certificates, name tags, table tents. Place printing orders. Maintain list of needed teaching supplies. Put together course notebooks.

Skills: Must be proficient in MS Word and Excel. Student must also have solid interpersonal skills, especially in regard to telephone and e-mail communication, and must demonstrate professionalism in the workplace.

Hours: Flexible

Dress: Business Casual – no torn jeans, halter tops, flip flops.

Learning Objectives: By the end of the semester the student will become experienced in managing programs and interfacing with corporate clients. Student will learn the following:

- How to develop a course catalog
- How to build relationships with professional associations and bring value to their professional development efforts
- How to blend online learning programs with in-person training classes

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# UNIVERSITY OF NORTH CAROLINA WILMINGTON

## REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

**Agency Name** YWCA Lower Cape Fear

**Address** 2815 South College Road  
Wilmington, NC 28412

**Telephone** (910) 799-6820

**Fax** (910) 799-5681

**Email** marketing@ywca-lowercapefear.org

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### **Business, Services, or Responsibilities of Agency**

The YWCA Lower Cape Fear is a nonprofit membership organization founded in 1914 as a member of the national YWCA, an autonomous women's movement. We are committed to self-determined social change for women of all racial, ethnic and economic groups. The YWCA provides leadership in our community, nation and world in the struggle for peace, justice, freedom and dignity for all people.

The YWCA Lower Cape Fear is committed to providing Racial Justice programming, education and training to ensure economic security for women and their families and quality youth programming that promotes healthy development of children and creates opportunities for youth.

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### **List Specific Opportunities or Experiences that will be Provided for the Intern**

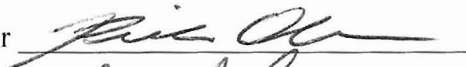

The UNCW Intern will receive opportunities in marketing, event planning, and web development for all programs at the YWCA. In the spring semester, the intern's work will include the YWCA's signature event, the annual Women of Achievement Awards, which are attended by 500 community members. In the fall, opportunities will include the Purse & Passion Luncheon. Experiences will include: assisting in media psa's, print ads, television commercials, web marketing, publication design, contacting and working with vendors, site research and all aspects of the event.

### **List the Names of Agency Individuals Who May Serve as Internship Supervisors**

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Mary H. Martin, Communications Director      Suesan, Sullivan  
Julia McGuan, Development Director  
(Current Resume's Attached)

For Office Use Only

Signature, Dept. Chair	
Signature, Dean	
Approval Date	12/10/08
Expiration Date	12/10/2013
Not Approved	_____

**RADIO/TV/  
MEDIA  
PRODUCTION**

COM

# UNIVERSITY OF NORTH CAROLINA WILMINGTON

## REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

**Agency Name** Cumulus Broadcasting

**Address** 3233 Burnt Mill Rd #4 Wilmington NC 28403

**Telephone** (910) 332-2218

**Fax** (910) 763-7142

**Email** kerry.hinshaw@cumulus.com

**Business, Services, or Responsibilities of Agency**

Radio Cluster owned and operated by Cumulus Broadcasting including WAAV 980AM, WGNI 1027, WKXS 94.5 The Hawk, WMNX Coast 97.3, WWQQ 101.3

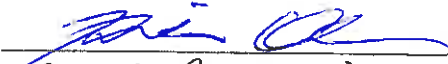

**List Specific Opportunities or Experiences that will be Provided for the Intern**

Introduction to the basic principles and application of radio Production, Programming, Promotions, Marketing, News and Sales. This includes but may not be limited to working on live remote broadcasts, in studio broadcasts, copy writing, commercial production, voice over, creating and executing promotions for on air, MS Office Excel and Word processing, database entry and management, community involvement, public relations and interaction.

**List the Names of Agency Individuals Who May Serve as Internship Supervisors**

Attach Credentials (current resume or corporate bio including education) for each individual listed.

✓ Kerry S. Hinshaw

Signature, Dept. Chair	
Signature, Dean	
Approval Date	11/18/11
Expiration Date	11/18/2016 Not Approved

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### UNIVERSITY OF NORTH CAROLINA WILMINGTON

#### REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

**Agency Name** Fincannon & Associates, Inc.

**Address** 1235 N. 23rd Street, Wilmington, NC 28405

**Telephone** (910) 251-1500

**Fax** (910) 251-9325

**Email** tara@fincannoncasting.com

#### **Business, Services, or Responsibilities of Agency**

We are a full services Casting agency for television and film productions. We have three Emmy Award Winning casting directors who work with directors and producers for location casting in the Southeast.

#### **List Specific Opportunities or Experiences that will be Provided for the Intern**

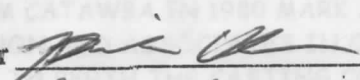
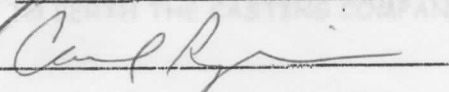
Interns answer phones, schedule extras, set up open casting calls when needed, sit in on film and television auditions, sign in extras, and even have the opportunity to work as extras, if needed.

#### **List the Names of Agency Individuals Who May Serve as Internship Supervisors**

Attach Credentials (current resume or corporate bio including education) for each individual listed.

- Craig Fincannon, C.S.A. (Resume available at [www.fincannoncasting.com](http://www.fincannoncasting.com), includes agency info and staff bios.)
- Mark Fincannon, C.S.A.
- Lisa Fincannon, C.S.A.
- Tara Bennett

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Signature, Dept. Chair	
Signature, Dean	
Approval Date	12/3/09
Expiration Date	12/3/2014
Not Approved	<input type="checkbox"/>

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# UNIVERSITY OF NORTH CAROLINA WILMINGTON

## REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

Do NOT call  
MUST apply using website  
below

Go to  
[www.timewarnercable.com/careers](http://www.timewarnercable.com/careers)

location = Raleigh  
internship local but have to  
search under Raleigh on  
this program.

**Agency Name** Time Warner Cable/News 14 Carolina

**Address** 2206 Wrightsville Ave.  
Wilmington, NC 28403

**Telephone** (919) 882-4096

**Fax** (919) 882-4218

**Email** bryan.queen@news14.com

### ***Business, Services, or Responsibilities of Agency***

News 14 Carolina is a 24-hour local news network available exclusively on, and owned by, Time Warner Cable. With newsrooms serving five of the largest markets in North Carolina, News 14 Carolina serves 1.5 million customers statewide. Its digital newsrooms are considered some of the most technically advanced in the country. North Carolina's award-winning local news network combines local coverage with statewide resources to provide news, weather and sports around the clock.

### ***List Specific Opportunities or Experiences that will be Provided for the Intern***

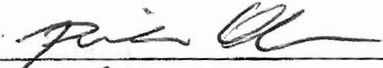

News interns will gain hands-on experience in the day-to-day operations of a fast-paced news environment. Overall, an internship with the News Department will involve assisting the news staff with compiling packets of information, answering phones and other duties that will be useful in the news gathering process. This internship may include some field experience with News Reporters to cover developing stories. Student interns are expected to assist producers with researching, and preparing news packets for News Anchors and scanning wires. Also, student interns will assist Assignment Desk Editors and News Producers with phone calls to assist in the development of stories, as well as filing press releases, sorting scripts and writing practice scripts as needed. Interns will also have the opportunity to gain knowledge of camera work, editing and producing reporter style stories for a resume tape. Base knowledge of broadcast journalism, including terms, structure, various duties/positions required. This internship requires learning the news computer system.

### ***List the Names of Agency Individuals Who May Serve as Internship Supervisors***

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Bryan Queen, News Manager

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Signature, Dept. Chair	
Signature, Dean	
Approval Date	<u>8/15/09</u> Expiration Date <u>8/15/2014</u> Not Approved _____

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# UNIVERSITY OF NORTH CAROLINA WILMINGTON

## REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

**Agency Name** South East Area Health Education Center (SEAHEC) Marketing Department

**Address** 2511 Delaney Avenue, Wilmington NC 28403

**Telephone** (910) 667-9219

**Fax**

**Email** lindsay.fletcher@seahcc.net

### ***Business, Services, or Responsibilities of Agency***

SEAHEC, Wilmington's largest foundation-based non-profit organization, was created in 1973 with the mission to improve healthcare in New Hanover, Pender, Brunswick, Duplin and Columbus counties by providing education, training and resources to healthcare professionals. SEAHEC increases the local medical workforce by coordinating residency programs, providing clinical experience for medical students and inspiring youth to pursue healthcare careers. SEAHEC also provides medical services to the underserved through its medical practices and assists area physicians to adopt electronic health records and improve clinical quality.

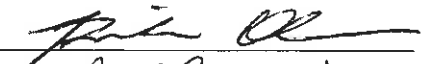

### ***List Specific Opportunities or Experiences that will be Provided for the Intern***

Ad conception and copywriting, marketing material design and copywriting (brochures, posters, etc.), writing press materials, pitching the media, website and social media management, analytics tracking, event publicity, media monitoring(track publicity), advertorial writing, flyer/ppt/ other event material design, exposure to ad buying, internal relations management, event planning, brand standards monitoring, newsletter copywriting

### ***List the Names of Agency Individuals Who May Serve as Internship Supervisors***

Attach Credentials (current resume or corporate bio including education) for each individual listed.

✓ Lindsay R. Fletcher

Signature, Dept. Chair	
Signature, Dean	
Approval Date	<u>2/7/12</u> Expiration Date <u>2/7/2017</u> Not Approved _____

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UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

Agency Name Wilmington Sea Dawgs
Address 8115 Market Street #300 Wilmington NC 28411
Telephone 910-791-6523 Fax 910-791-6528
Email info@wilmingtonseadawgs.com

Business, Services, or Responsibilities of Agency

Professional Basketball Team in its fifth year.

List Specific Opportunities or Experiences that will be Provided for the Intern

Spring Internship - details will be posted each fall approximately November

List the Names of Agency Individuals Who May Serve as Internship Supervisors

Attach Credentials (current resume or corporate bio including education) for each individual listed.

See Attached... Robin Dovidio

Signature, Dept. Chair [Signature]
Signature, Dean [Signature]
Approval Date 5/11/11 Expiration Date 5/11/2016 Not Approved

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UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY  
FOR PLACEMENT OF INTERNS

**Agency Name** Surf Camp Inc.

**Address** 7213 Ogden Business Lane, Suite 214  
Wilmington, NC 28411

**Telephone** (910) 686-9600

**Fax** (910) 686-9664

**Email** info@wbsurfcamp.com

**Business, Services, or Responsibilities of Agency**

Surf Camp, Inc. offers learn-to-surf programs for kids, teens, and adults. We incorporate marine science and coastal ecology education into our programs because our mission is not just to instruct clients on how to surf, but to instill in them the desire to protect our environment and all of its inhabitants. We offer day camps in Wrightsville Beach and Carolina Beach, and we offer teen overnight camps in Wrightsville Beach, the Outer Banks, Costa Rica, Australia, Hawaii, and the Bahamas. We offer adult camps in Costa Rica, the Caribbean, Hawaii, and Wrightsville Beach. We also offer surfing lessons through our Carolina Surf School.

**List Specific Opportunities or Experiences that will be Provided for the Intern**

- create marketing materials such as brochures and postcard mailers
- help us finalize our 2008 teen catalogue before it goes to print
- improve our Myspace page that is not up to date
- upload video footage of various Surf Camp programs to YouTube
- update Surf Camp blog

**List the Names of Agency Individuals Who May Serve as Internship Supervisors**

Attach Credentials (current resume or corporate bio including education) for each individual listed.

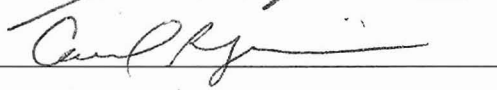
Chelsea Thornhill - Office Manager

For Office Use Only

Signature, Dept. Chair



Signature, Dean



Approval Date

12/18/07

Expiration Date

12/18/2012

Not Approved

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com

# UNIVERSITY OF NORTH CAROLINA WILMINGTON

## REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

**Agency Name** UNCW Student Media

**Address** 601 S. College Rd., FUJ 1049  
Wilmington, NC 28403-5624

**Telephone** (910) 962-7138

**Fax** (910) 962-7131

**Email** StudentMedia@uncw.edu



### ***Business, Services, or Responsibilities of Agency***

Units within UNCW Student Media that offer internships are The Seahawk newspaper, Atlantis magazine and UNCW Student Media Sales & Marketing. Each entity provides students hands-on educational experience in publishing, media production, marketing and staff management. Agency responsibilities include student training, production of quality publications, supervision and evaluation, and customer service to advertisers and other clients.

### ***List Specific Opportunities or Experiences that will be Provided for the Intern***

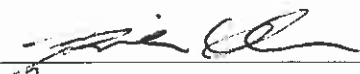

The Seahawk: print and online news writing, editing, videography, photography, audio production, design.  
Atlantis: editorial, print production.  
Sales & Marketing: advertising sales, marketing, public relations, event coordination, design, distribution.

### ***List the Names of Agency Individuals Who May Serve as Internship Supervisors***

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Bill (William) DiNome, student media coordinator

enc: resume

Signature, Dept. Chair	
Signature, Dean	
Approval Date	<u>2/10/11</u> Expiration Date <u>2/10/2016</u> Not Approved _____

## REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

ADDENDUM

UNCW STUDENT MEDIA

### *Specific Opportunities or Experiences provides for the Intern:*

**Seahawk newspaper (editorial):** Conceiving and producing news stories on deadline; assigning stories to writers; hiring and managing writing staff; processing news copy according to Associated Press style in a computerized work environment; being accountable for all content within one's area of responsibility (the entire publication in the case of the editor-in-chief [EIC]), including electronic copy online; overseeing timely layout and production; working with outside vendors and service providers; managing payroll reports for supervised staff; producing monthly reports (EIC); managing and producing business correspondence; setting and achieving annual goals; assisting in staff training; maintaining effective collaborative relationships with constituents on and off campus, including the Student Media Board and top administrative officers within the university; ensuring the timely and effective distribution of the publication's two editions (print and online); representing the newspaper at national and regional conferences and on campus; working with national news and photography services; day-to-day interaction, on and off campus, with constituents relevant to news content; abiding by applicable codes of ethics; understanding and abiding by applicable federal, state and local laws, university policies, and Seahawk policies.

**Seahawk newspaper (advertising):** Providing excellent customer service to advertisers; hiring and managing and assigning accounts and related records; ensuring effective, timely production and publication of advertisements in print and online editions; assisting with collections; managing advertising staff, in the case of advertising director; setting and achieving annual sales goals; assisting in staff training; maintaining effective collaborative relationships with constituents on and off campus; managing and producing business correspondence; representing the newspaper at national and regional conferences and on campus; working with national advertising agencies and brokers; understanding and abiding by applicable federal, state and local laws, university policies, and Seahawk policies.

**Atlantis magazine (editorial):** Designing, producing and distributing the magazine twice a year, on deadline; soliciting and editing creative content in a computerized work environment; hiring and managing writing staff; being accountable for all content within one's area of responsibility (the entire publication in the case of the EIC), including electronic copy online; working with outside vendors and service providers; managing payroll reports for supervised staff; producing monthly reports (EIC); managing and producing business correspondence; setting and achieving annual goals; assisting in staff training; maintaining effective collaborative relationships with constituents on and off campus, including contributing artists, the Student Media Board, and top administrative officers within the university; representing the magazine at national and regional conferences and on campus; abiding by applicable codes of ethics; understanding and abiding by applicable federal, state and local laws, university policies, and Seahawk policies.

**SBTV:** Conceiving and producing video segments on deadline; assigning stories to reporters; hiring and managing staff; processing video segments in a computerized work environment; being accountable for all content within one's area of responsibility (the entire show in the case of the SBTV president); overseeing timely editing and production; working with university broadcast unit; managing payroll reports for supervised staff; producing monthly reports (president); managing and producing business correspondence; setting and achieving annual goals; assisting in staff training; maintaining effective collaborative relationships with constituents on and off campus, including the Student Media Board and administrative officers within the university; ensuring the timely broadcast of the program; representing the organization at national and regional conferences and on campus; day-to-day interaction, on and off campus, with constituents relevant to content; abiding by applicable codes of ethics; understanding and abiding by applicable federal, state and local laws, university policies, and Seahawk policies.

Contact:  
Bill DiNome  
Student Media Coordinator  
ext. 7138  
fax: 7131  
dinomew@uncw.edu

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# UNIVERSITY OF NORTH CAROLINA WILMINGTON

## REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

**Agency Name** WECT/WSFX

**Address** 322 Shipyard Blvd.  
Wilmington, NC 28412

**Telephone** (910) 791-6681 **Fax** (910) 791-9533

**Email** newsroom@wect.com or hsetzler@wect.com

### **Business, Services, or Responsibilities of Agency**

To provide local, state, regional, national and international news content and coverage to our viewers on-air and on-line in the form of daily newscasts and website articles

### **List Specific Opportunities or Experiences that will be Provided for the Intern**



- Able to shadow any/all of the following positions: reporter, photographer, producer, editor, assignment manager, anchor
- Allowed to attend morning and/or afternoon story assignment meetings
- Able to watch the daily workings inside a newsroom or out in the field as our team of professionals put together a newscast
- Able to watch a newscast live in the studio or in the control room
- Encouraged to provide story ideas that may end up on air
- Encouraged to write stories for possible broadcast and work on resume tape if desired
- Encouraged to learn how to work a camera to shoot video that may end up on air

### **List the Names of Agency Individuals Who May Serve as Internship Supervisors**

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Heather Setzler- Executive Producer (primary supervisor)  
Dmg Wahl- Assignment Manager (secondary supervisor)

For Office Use Only

Signature, Dept. Chair	
Signature, Dean	
Approval Date	7/29/08
Expiration Date	7/29/2013 Not Approved

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UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

Agency Name WHQR 91.3 FM, Wilmington's public radio station

Address 254 N. Front Street Wilmington, NC 28401

Telephone 9103431640

Fax

Email mbliss@whqr.org (Michelle Bliss)

Business, Services, or Responsibilities of Agency

WHQR provides news, weather, and music programming to radio listeners across southeastern North Carolina.

List Specific Opportunities or Experiences that will be Provided for the Intern

An undergraduate news intern for WHQR would work in the newsroom with the news director and a UNCW graduate news intern. He/she would shadow the news team to learn how to pitch story ideas, gather research, conduct interviews, and collect sound out in the field. The intern would work up to writing and producing stories from start to finish, collaborating with an editor. He/she would also participate in story meetings and voice training sessions. The best way to learn how to report is to start covering stories, so the Intern would be an active member of the news team and would build up his/her newswriting and voicing skills, creating a portfolio of broadcast work.

List the Names of Agency Individuals Who May Serve as Internship Supervisors

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Michelle Bliss, News Director

Signature, Dept. Chair [Signature]
Signature, Dean [Signature]
Approval Date 12/1/11 Expiration Date 12/1/2016 Not Approved

# UNIVERSITY OF NORTH CAROLINA WILMINGTON

## REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

**Agency Name** City of Wilmington - Government TV (GTV-8)

**Address** City Manager's Office  
102 N. Third Street

**Telephone** (910) 341-4675

**Fax** (910) 341-5839

**Email** Dylan.Lee@wilmingtonnc.gov

### ***Business, Services, or Responsibilities of Agency***

GTV8 is the government access channel for the city of Wilmington, carried on Time Warner cable as channel 8. GTV8 produces and broadcasts features such as "This Week from City Hall", Public Service Announcements, and longer informational videos about city services and activities. In addition, GTV8 provides live coverage of City Council and Planning Commission meetings. GTV8 is part of the City Manager's Office and works closely with all levels of city government.

### ***List Specific Opportunities or Experiences that will be Provided for the Intern***

The intern will assist GTV staff in a supervised environment. Opportunities will be available in script development, videography, digital photography, and nonlinear editing. Certain areas will be emphasized based on the interns experience and interest.

### ***List the Names of Agency Individuals Who May Serve as Internship Supervisors***

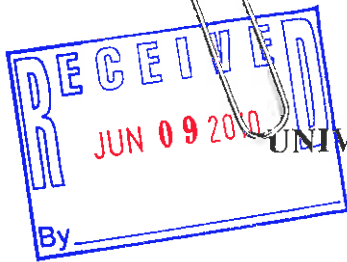
Attach Credentials (current resume or corporate bio including education) for each individual listed.

Dylan Lee

Signature, Dept. Chair 

Signature, Dean 

Approval Date 8/2/07 Expiration Date 8/2/2012 Not Approved \_\_\_\_\_



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UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

Agency Name WWAY TV 3

Address 615 N. Front St. Wilmington, NC 28401

Telephone (910) 763-0979

Fax (910) 202-0769

Email spickey@wwayTV3.com or ccarlton@wwayTV3.com c.cattlett@wwayTV3.com

Business, Services, or Responsibilities of Agency

ABC affiliate television station, broadcasts local news 5-7am, 6-6:30pm, 6-6:30 and 11-11:30 weekends

List Specific Opportunities or Experiences that will be Provided for the Intern

Interns will have the opportunity to observe and assist in the preparation of daily newscasts. This includes assisting producers, reporters and the assignment desk. Interns will learn to write and edit for broadcast news; other duties as assigned.

We are looking for individuals with a strong work ethic combined with creativity and keen interest in broadcast industry. Strong writing and organizational skills are required. Intern must possess a willingness to work as part of a team in any capacity.

List the Names of Agency Individuals Who May Serve as Internship Supervisors

Attach Credentials (current resume or corporate bio including education) for each individual listed.

- Scott Spickey - New Director
Chris Carlton - Marketing and Promotions Manager (910-762-8581)

Handwritten signature and date 11/3/11

For Office Use Only

Signature, Dept. Chair [Signature]

Signature, Dean [Signature]

Approval Date 6/10/10 Expiration Date 6/10/2015 Not Approved

# **SPEECH PATHOLOGY**

# UNIVERSITY OF NORTH CAROLINA WILMINGTON

## REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

COM

**Agency Name** Scotts Hill Baptist Church

**Address** 185 Scotts Hill Loop Rd.  
Wilmington, NC 28411

**Telephone** 9106869885

**Fax**

**Email** jonathan@scottshill.org, joey@scottshill.org

### ***Business, Services, or Responsibilities of Agency***

Student Ministry of Scotts Hill Baptist Church creates three different environments to reach students of the Wilmington and Hampstead areas. The first is through small groups on Sunday mornings in which students are broken up by grades and sexes. The second is Sunday night bible studies that take place in homes of parents who are members of the church. The third is a Wednesday night youth service for all students grades 7 through 12. This mass communication environment hosts on average 300+ students each week. The focus of this ministry, along with all of Scotts Hill Baptist Church, is to join God with his work of transforming lives. SHBC is also active in community service locally, nationally, and globally.

### ***List Specific Opportunities or Experiences that will be Provided for the Intern***

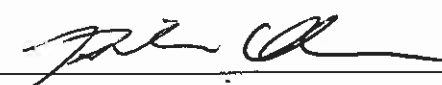
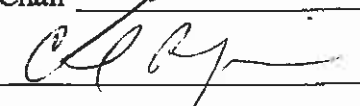
Intern would help facilitate small group teaching environments, and assist in planning and directing events and programs. Intern would be required to attend and help lead each Wednesday night service with the youth. Responsibilities would include mass media promotion (website, social media), programming artistic side of production (music, drama, film), and build interpersonal relationships with young students. Spring 2012 intern would be working specifically on three major trips/events for Summer 2012.

### ***List the Names of Agency Individuals Who May Serve as Internship Supervisors***

Attach Credentials (current resume or corporate bio including education) for each individual listed.

✓ Joey Todd

✓ Jonathan Cockrell

Signature, Dept. Chair	
Signature, Dean	
Approval Date	12/8/11
Expiration Date	12/8/2016
Not Approved	_____

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UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY  
FOR PLACEMENT OF INTERNS

By *Agency Name* SEAHEC

*Address* 2511 Delaney Avenue  
Wilmington, NC 28403

*Telephone* (910) 667-9268

*Fax* (910) 667-9343

*Email* neesha.allen@seahec.net

***Business, Services, or Responsibilities of Agency***

SEAHEC is a non-profit organization that works to improve the quality of health care in our region by providing training, education and resources to health care professionals in New Hanover, Pender, Brunswick, Duplin and Columbus counties. SEAHEC also works to increase the local medical workforce by inspiring youth to pursue health care careers.

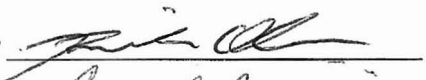
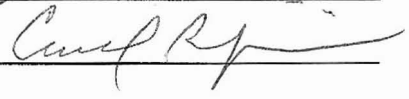
***List Specific Opportunities or Experiences that will be Provided for the Intern***

Help to plan a medically related programs from start to finish, to include but not limited to: the application process, room reservation, catering evaluations, speaker paper work, needs assessment, objectives, and many more details.

***List the Names of Agency Individuals Who May Serve as Internship Supervisors***

Attach Credentials (current resume or corporate bio including education) for each individual listed.

✓  
Neesha N. Allen  
CME Coordinator  
SEAHEC

Signature, Dept. Chair	
Signature, Dean	
Approval Date	<u>12/5/10</u> Expiration Date <u>12/5/2015</u> Not Approved _____

# UNIVERSITY OF NORTH CAROLINA WILMINGTON

## REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

**Agency Name** Southside Baptist Church

**Address** 3320 South College Road  
Wilmington, NC 28412

**Telephone** (910) 799-4751

**Fax** (910) 799-8604

**Email** main: ssbc1844@bizec.rr.com; personal: revpilot@bellsouth.net



### ***Business, Services, or Responsibilities of Agency***

We are a church. Our purpose is to lead people into a personal and dynamic relationship with Jesus Christ. We believe that God has purpose for everyone. Our goal is to lead people through a process to discover the answer to the question, "Why am I here?", and equip them to experience and live out that answer in a way that brings significance and meaning to their lives.

### ***List Specific Opportunities or Experiences that will be Provided for the Intern***

1. Attend staff meetings and give input. 2. Evaluate our material for didactic improvements. 3. Work with building resources for our media ministry. 4. Help with our college-age ministry. 5. Opportunity to teach in a group setting. 6. Provide feedback on mentoring from his personal experiences.

### ***List the Names of Agency Individuals Who May Serve as Internship Supervisors***

Attach Credentials (current resume or corporate bio including education) for each individual listed.

A. Kelly Stanley, Jr.

For Office Use Only

Signature, Dept. Chair

Signature, Dean

Approval Date

4/9/08

Expiration Date

4/9/2013

Not Approved

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# UNIVERSITY OF NORTH CAROLINA WILMINGTON

## REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

**Agency Name** UNCW Presents

**Address** 601 South College Road, Wilmington, NC 28401-5672

**Telephone** (910) 962-7972

**Fax** (910) 962-3915

**Email** fernandol@uncw.edu

### ***Business, Services, or Responsibilities of Agency***

UNCW Presents annually brings to the southeastern NC region a full season of performing arts, visual arts and lectures by world-famous artists and speakers as well as astounding newcomers through its dynamic programs.

Our programs seek to supplement, support and enhance the ongoing academic curriculum at UNCW, while expanding audiences' awareness of and accessibility to the arts. Our programs serve students, UNCW faculty and staff and the greater Wilmington community, with the primary goal to encourage students to explore and participate in a wide range of cultural arts possibilities to enrich their college experience.

### ***List Specific Opportunities or Experiences that will be Provided for the Intern***

\*Assist with production responsibilities for five arts in action performances and two leadership lectures  
(Events can be found on our web site: [www.uncw.edu/presents](http://www.uncw.edu/presents))

- Providing Day-of Support for Performances and Lectures
- Recruiting and Coordinating Event Production Volunteer Corps
- Event Hospitality Coordination
- Assisting Artists Backstage, and with CD and Book Signings
- Serve as a Driving Escort for Artists and Lecturers

\*Serve as lecture host for both leadership lecturers. Responsibility usually requires the host to be available to escort the lecturer for the entire duration of the day. Lectures are held on Mondays. (10-15-07 & 10-22-07)

\*Work to secure student and community organizations to co-sponsor Above and Beyond Events for the Fall performances and lectures (including exhibitions, lectures, dance parties, receptions, etc.)

\*Work with co-sponsors to organize such above mentioned events

### ***List the Names of Agency Individuals Who May Serve as Internship Supervisors***

Attach Credentials (current resume or corporate bio including education) for each individual listed.

L. Shane Fernando, Program Coordinator

Signature, Dept. Chair

Signature, Dean

Approval Date

8/2/07

Expiration Date

8/2/2012

Not Approved

# UNIVERSITY OF NORTH CAROLINA WILMINGTON

## REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

**Agency Name** UNCW Presents - Marketing + Programming

**Address** 601 South College Road, Wilmington, NC 28401-5672

**Telephone** (910) 962-7600

**Fax** (910) 962-3915

**Email** hookers@uncw.edu

### ***Business, Services, or Responsibilities of Agency***

UNCW Presents annually brings to the southeastern NC region a full season of performing arts, visual arts and lectures by world-famous artists and speakers as well as astounding newcomers through its dynamic programs.

Our programs seek to supplement, support and enhance the ongoing academic curriculum at UNCW, while expanding audiences' awareness of and accessibility to the arts. Our programs serve students, UNCW faculty and staff and the greater Wilmington community, with the primary goal to encourage students to explore and participate in a wide range of cultural arts possibilities to enrich their college experience.

### ***List Specific Opportunities or Experiences that will be Provided for the Intern***

Responsibilities include, but are not limited to the following:

#### Marketing & Programming

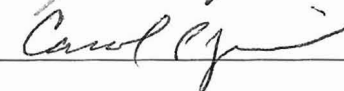
- Assist in proofreading, editing and distribution of documents and various publications.
- Assist in developing and implementing a campus marketing campaign for the performing arts and lecture series.
- Research methods to increase student audience participation and diversity.
- Develop, conduct and tabulate regular audience surveys for the cultural arts series.
- Assist in the coordination of special events such as receptions, dinners, pre-concert lectures, etc.
- Assist with the development and implementation of outreach activities including master classes, workshops, lecture/demonstrations, etc.
- Create and design advertising campaigns.
- Create, write and design campus marketing materials, including posters, table tents, electronic media – website, e-newsletter, etc.

### ***List the Names of Agency Individuals Who May Serve as Internship Supervisors***

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Shannon Hooker, Director

Signature, Dept. Chair 

Signature, Dean 

Approval Date 11/14/07 Expiration Date 11/14/2012 Not Approved \_\_\_\_\_

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TOWN**

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**UNIVERSITY OF NORTH CAROLINA WILMINGTON**

**REQUEST FOR APPROVAL OF AGENCY  
FOR PLACEMENT OF INTERNS**

**Agency Name** Atlas Media Corp

**Address** 242 W 36th Street, 11th Floor

**Telephone** 212-714-0222

**Fax** 212-714-0240

**Email** draper@atlasmediacorp.com

***Business, Services, or Responsibilities of Agency***

Atlas Media is a full-service, independent television production company specializing in non-fiction cable programming for clients such as The History Channel, A&E, Discovery Channel, TLC, National Geographic, The Travel Channel & Food Network, among others. We have also recently expanded into the new and exciting fields of Digital and Emerging Media and Theatrical Documentaries.

***List Specific Opportunities or Experiences that will be Provided for the Intern***

Opportunities: Fact Checking/Research/Media Logging/Transcribing. The intern will be working for a professional company learning about the business and focusing on Post Production.

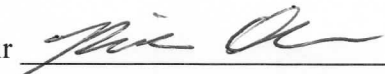
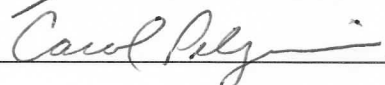
***List the Names of Agency Individuals Who May Serve as Internship Supervisors***

Attach Credentials (current resume or corporate bio including education) for each individual listed.

~~David Raper~~

David Raper

**For Office Use Only**

Signature, Dept. Chair	<u></u>
Signature, Dean	<u></u>
Approval Date	<u>4/18/08</u> Expiration Date <u>6/18/2013</u> Not Approved _____

FAX TO: TAMMALA BULGER  
910-962-7061

Com  
Bulger

UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY  
FOR PLACEMENT OF INTERNS

Agency Name BWR Public Relations

Address 825 Eight Avenue - 15th Floor  
New York, NY 10019

Telephone (212) 901-3922

Fax (212) 901-3995

Email jeffrey.chassen@bwr-ny.com

Business, Services, or Responsibilities of Agency

BWR Public Relations is a bicoastal public relations firm with a focus on entertainment. This specific division handles personal publicity for actors, musicians and personalities.

List Specific Opportunities or Experiences that will be Provided for the Intern

Interns will learn day-to-day publicity responsibilities including pitching, press kits, press releases, servicing, etc.



Interns will be invited to attend photo shoots, talk show appearances, junkets and red carpets with publicists and clients.

List the Names of Agency Individuals Who May Serve as Internship Supervisors

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Jeffrey Chassen - publicist  
Attended Tulane University, 2001-2005, BA in Political Economy

For Office Use Only

Signature, Dept. Chair	
Signature, Dean	
Approval Date	2/4/08
Expiration Date	2/4/2013
Not Approved	_____

Com

# UNIVERSITY OF NORTH CAROLINA WILMINGTON

## REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

Corporate

**Agency Name** Carolinas HealthCare System, Corporate Community Relations  
**Address** 1408 East Blvd, Suite B, Charlotte, NC 28203  
**Telephone** 704-446-3000  
**Fax** 704-446-3055  
**Email** hhelms@carolinushealthcare.org

### Business, Services, or Responsibilities of Agency

Corporate Community Relations executes two employee-driven fundraising campaigns annually – United Way for Central Carolinas, and the Arts & Science Council. Additional community outreach projects include a playground build for an economically challenged school, School Tools drive to collect school supplies, and the Salvation Army Christmas Bureau providing gifts for underprivileged children.

### List Specific Opportunities or Experiences that will be Provided for the Intern

The intern will assist in all phases of the annual giving program – primarily our United Way Campaign. The intern will assist in communication functions of our department, including: contributing to a monthly newsletter; assisting with website development and updating content; assisting with production of a compilation video of all community projects to be shown at our giving campaign kickoff, and soliciting donations via direct mail from area businesses. Additional duties may include coordinating speakers from the community for the CHS Speakers Bureau, assisting with departmental fundraisers throughout the System, and other administrative functions as needed.

### List the Names of Agency Individuals Who May Serve as Internship Supervisors

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Donna Lockhart, Vice President, Corporate Community Relations  
Holli Helms, Manager, Corporate Community Relations

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Signature, Dept. Chair [Signature]

Signature, Dean [Signature]

Approval Date 4/30/08 Expiration Date 4/30/2013 Not Approved

COM  
Budget

**UNIVERSITY OF NORTH CAROLINA WILMINGTON**  
**REQUEST FOR APPROVAL OF AGENCY**  
**FOR PLACEMENT OF INTERNS**

Live Well

**Agency Name** Carolinas HealthCare System, **LiveWELL Carolinas**  
**Address** 1408 East Blvd, Suite B, Charlotte, NC 28203  
**Telephone** 704-446-3000  
**Fax** 704-446-3055  
**Email** hhelms@carolinashealthcare.org

**Business, Services, or Responsibilities of Agency**

LiveWELL Carolinas! is an employee wellness initiative for Carolinas HealthCare System, Charlotte, NC, that incorporates all aspects of the wellness continuum. Partnering with many internal resources, as well as community resources, LiveWELL Carolinas offers programming for employees across the system, in a variety of venues. Classes, demonstrations, structured programming and employee fitness challenges are just a few of the opportunities employees have to learn about healthy lifestyle choices.

**List Specific Opportunities or Experiences that will be Provided for the Intern**

- Development of integrated communication plan to all employees of CHS
- Warriors – Lifestyle Transformation Program (82% female)
- Employee Fitness Challenges
- Nutrition and Healthy Food Initiative
- Wellness Assessments
- Develop monthly newsletter
- Update website

**List the Names of Agency Individuals Who May Serve as Internship Supervisors**

Mary Jane Rink, RN, MSN, FNP ✓  
Lucy Thompson, MS, RD ✓

**Attach Credentials (current resume or corporate bio including education) for each individual listed.**

~~\_\_\_\_\_~~  
~~\_\_\_\_\_~~  
**Holli Helms, Manager, Corporate Community Relations** ✓

For Office Use Only

Signature, Dept. Chair \_\_\_\_\_

Signature, Dean \_\_\_\_\_

Approval Date 5/12/08 Expiration Date 5/12/2013 Not Approved

Com

UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

Agency Name Comcast Entertainment Group

Address 5750 Wilshire, Los Angeles, CA 90036

Telephone (323) 692-6597

Fax (323) 954-2888

Email mfloyd@comcastncts.com

Business, Services, or Responsibilities of Agency

Provide content and support to TV networks - E!, G4 TV, and the Style Network

List Specific Opportunities or Experiences that will be Provided for the Intern

- Assist production team with research
- Assist with viewing, logging, transcribing interview and b roll tapes
- Assist the production team in gathering stills and b-roll required for production
- Assist with media logging tapes
- Assist the team during the post production phase
- Assist Development in preliminary research, creating timelines and generating new show ideas
- Shadow Production Assistants and learn all aspects of production
- Update TMS lists and files
- Attend MOCO, PBX, and post production sessions
- Faxing, Photocopying, and other organizational learning drills
- Additional duties as assigned

List the Names of Agency Individuals Who May Serve as Internship Supervisors

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Miles Floyd - Staffing Coordinator

For Office Use Only

Signature, Dept. Chair *Miles Floyd*

Signature, Dean *Carol P. Jones*

Approval Date 4/17/08 Expiration Date 4/17/2013 Not Approved \_\_\_\_\_

UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY  
FOR PLACEMENT OF INTERNS

*Agency Name* EMI Music

*Address* 150 5th Street  
New York City, NY

*Telephone* (212) 786-8714

*Fax* (212) 786-8713

*Email* michael.rojas@emicap.com

***Business, Services, or Responsibilities of Agency***

Major record label

***List Specific Opportunities or Experiences that will be Provided for the Intern***

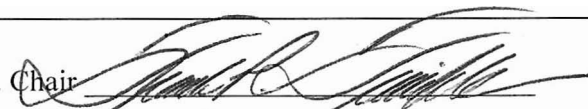
Researching brands and marketing companies who utilize artist/bands/music in their advertising and marketing programs. Create mailers & e-mail blasts that are sent to key executives in the entertainment industry. Brainstorm branding campaigns for Capitol Music Artists.

***List the Names of Agency Individuals Who May Serve as Internship Supervisors***

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Ali Brettschnider (ali.brettschnider@capitolmusic.com)

Signature, Dept. Chair



Signature, Dean



Approval Date 5/18/07 Expiration Date 5/18/2012 Not Approved \_\_\_\_\_

UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY  
FOR PLACEMENT OF INTERNS

**Agency Name** French/West/Vaughan

**Address** 112 E. Hargett St.  
Raleigh, NC 27601

**Telephone** (919) 832-6300

**Fax** (919) 832-9215

**Email** jchase@fwv-us.com

**Business, Services, or Responsibilities of Agency**

Public Relations, marketing, advertising & eMerging media

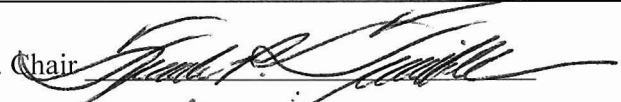
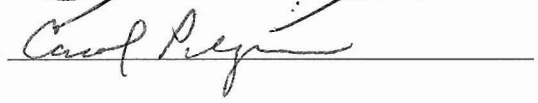
**List Specific Opportunities or Experiences that will be Provided for the Intern**

- exposure to day-to-day life in an agency
- exposure to client relationships
- participation in agency & act. meetings/brainstorms
- responsibility for research, building media lists, pitching media, etc.

**List the Names of Agency Individuals Who May Serve as Internship Supervisors**

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Paige Sargent  
Wendy McCarthy

Signature, Dept. Chair	
Signature, Dean	
Approval Date	<u>5/8/07</u> Expiration Date <u>5/8/2012</u> Not Approved _____

**UNIVERSITY OF NORTH CAROLINA WILMINGTON**

**REQUEST FOR APPROVAL OF AGENCY  
FOR PLACEMENT OF INTERNS**

**Agency Name** Giorgio Armani Corporation

**Address** 114 Fifth Avenue  
New York, NY 10011

**Telephone** (212) 209-3661 **Fax** (212) 209-4261

**Email** jsaavedra@giorgioarmani.com

***Business, Services, or Responsibilities of Agency***

The Armani Group is one of the leading luxury fashion and design groups in the world today. It designs, manufactures, distributes and retails fashion products under a range of lifestyle brand names. The Armani Group champions attention to detail and the striving for quality. It also highly prizes those who continually search for excellence and seek to achieve the highest professional standards. The Armani Group aims to be a school of excellence.

***List Specific Opportunities or Experiences that will be Provided for the Intern***

The Marketing/Communication Intern will receive a full understanding of how a global communication department is managed. The key focus will be on providing general support while observing daily functions of the department. This includes but is not limited to event planning/execution, advertising, public relations and marketing initiatives. Interns will be responsible for performing administrative duties and assisting with projects for multiple divisions within the Communication department.

***List the Names of Agency Individuals Who May Serve as Internship Supervisors***

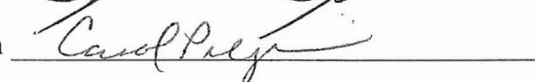
Attach Credentials (current resume or corporate bio including education) for each individual listed.

George Kolassa: SVP Communications

Signature, Dept. Chair



Signature, Dean



Approval Date 5/8/09 Expiration Date 5/8/2012 Not Approved \_\_\_\_\_

UNIVERSITY OF NORTH CAROLINA WILMINGTON

COM  
Bolger

REQUEST FOR APPROVAL OF AGENCY  
FOR PLACEMENT OF INTERNS

Agency Name NBC News

Address 30 Rockefeller Plaza, NY, NY 10112

Telephone (212) 664-4761

Fax (212) 664-7842

Email caleb.medders@nbcuni.com

+

Business, Services, or Responsibilities of Agency

NBC News has been a leading source of global news and information for more than 75 years, first on radio, and today via broadcast and cable television, the Internet, radio and cell phones. Operating around the clock with bureaus in key cities in the United States and overseas, NBC News provides immediate coverage and in-depth reporting of major events to a worldwide audience.

NBC Learn is the educational arm of NBC News dedicated to providing resources for students, teachers, and lifelong learners. The new online resources NBC Learn has created for the education community leverages nearly 80 years of historic news coverage, documentary materials, and current news broadcasts. Currently two unique offerings, iCue and

See attached

List Specific Opportunities or Experiences that will be Provided for the Intern

The interns will learn about the production of an educational/news website including the development of material and stories to be used on the website. They will participate in editorial choices regarding content and be instrumental in building back end of site.

List the Names of Agency Individuals Who May Serve as Internship Supervisors

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Soraya Gage

For Office Use Only

Signature, Dept. Chair	<u>[Signature]</u>
Signature, Dean	<u>[Signature]</u>
Approval Date	<u>5/12/08</u> Expiration Date <u>5/12/2013</u> Not Approved _____

COM

# UNIVERSITY OF NORTH CAROLINA WILMINGTON

## REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

**Agency Name** Tiffany Peguise-Powers, Attorney At Law

**Address** 213 N. Elm Street  
Lumberton, NC 28358

**Telephone** (910) 738-8707 **Fax** (910) 738-8407

**Email** tiffanypowers@bellsouth.net

### *Business, Services, or Responsibilities of Agency*

The Law Office of Tiffany Peguise-Powers provides comprehensive legal services in the areas of Criminal, Family, Personal Injury and Social Security law. As a solo practitioner Mrs. Powers litigates cases in the District and Superior courts of Southeastern North Carolina. In the area of Criminal Law this firm has a proven track record from traffic tickets to Capital Murder.

### *List Specific Opportunities or Experiences that will be Provided for the Intern*

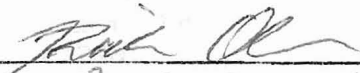
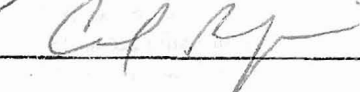
The intern will assist in the review, research and trial preparation. Particularly, the intern will assist in the arbitration of a multi-million dollar real estate breach of contract case.

### *List the Names of Agency Individuals Who May Serve as Internship Supervisors*

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Tiffany Peguise-Powers

For Office Use Only

Signature, Dept. Chair	
Signature, Dean	
Approval Date	6/21/10
Expiration Date	6/21/2015
Not Approved	

# UNIVERSITY OF NORTH CAROLINA WILMINGTON

## REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

**Agency Name** WTVI

**Address** 3242 Commonwealth Avenue  
Charlotte, NC 28205

**Telephone** (704) 372-2442

**Fax** (704) 335-1358

**Email** rfulp@yahoo.com

### ***Business, Services, or Responsibilities of Agency***

WTVI is a sophisticated public television station offering a diverse mix of quality programs and services designed to inform, educate and entertain. 75 percent of this can be classified as family entertainment. WTVI reaches more than 380,000 households in its 13 county area in both North and South Carolina. They are: Mecklenburg, Gaston, Lincoln, Rowan, Iredell, Stanly, Union, Anson, Catawba, Cabarrus, Cleveland in North Carolina and York and Lancaster in South Carolina. The lifeblood of WTVI lies in its broad spectrum of viewers and, as always, WTVI's main purpose is to meet the needs of these viewers. WTVI is an essential, educational resource contributing to the vitality of the region.

### ***List Specific Opportunities or Experiences that will be Provided for the Intern***

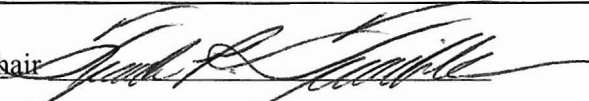

The WTVI Internship Program is designed to combine academic studies with on-the-job training and experience. It provides students the opportunity to begin their journeys in the field of their choice, including:

Development - corporate underwriting; fundraising and marketing  
Communications - public relations; advertising; media relations and promotions  
Engineering - equipment maintenance; information technology and master control  
Finance - budgeting and accounts payable  
Administration - human resources; staff support and clerical  
Education & Outreach - community workshops and grant writing  
Production - field and studio videography; directing; editing and producing  
Programming and Traffic

### ***List the Names of Agency Individuals Who May Serve as Internship Supervisors***

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Randy Fulp - Director of Photography

Signature, Dept. Chair					
Signature, Dean					
Approval Date	5/8/07	Expiration Date	5/8/2012	Not Approved	_____

# **SPEECH PATHOLOGY**

Com

# UNIVERSITY OF NORTH CAROLINA WILMINGTON

## REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

**Agency Name** UNCW Office of Admissions

**Address** 601 South College Road, Wilmington, NC 28405  
James Hall

**Telephone** (910) 962-3243

**Fax** (910) 962-3038

**Email** admissions@uncw.edu



### ***Business, Services, or Responsibilities of Agency***

The Office of Admissions is responsible for all admissions, marketing, outreach, recruitment, and yield activities for prospective undergraduate students at the University of North Carolina Wilmington (UNCW). As UNCW's classrooms transition to a truly 21st Century education, UNCW's marketing and recruitment activities must also make this change. To this effect, the Office of Admissions is entering into emerging markets in the admission field such as podcasting, integration of both web- and paper-based communications, and the utilization of a web-based admissions portal, SeaLevel, which will allow students to do everything from check their admission status to explore academic programs offered at UNCW.

### ***List Specific Opportunities or Experiences that will be Provided for the Intern***

This intern will be responsible for a number of tasks vital to the Office of Admissions daily operations and marketing and recruitment activities. It is essential that an intern be capable of communicating effectively with others and complete work independently and in a timely manner. Public relations experience is critical, and an entry-level background in desktop publishing, event planning, and/or marketing would be a plus. An intern will: assist in the development of content for SeaLevel; this will include gathering information from UNCW departments and conducting short interviews with students, faculty, and staff; assist in the production of podcasts (scripting, camera work, editing, uploading) [Note: The intern does not need to be an expert in this area, but must be willing and able to learn]; assist in the production of maps, schedules, and other information pieces for UNCW's open houses and visitation programs; assist with the development of marketing pieces for recruitment purposes; assist with mass mailing and mass emailing targeted to specific demographics of prospective applicants; assist the admissions staff with efforts to recruit institutional priorities (minorities, education majors, nursing majors, etc); assist with daily visitation activities, including, but not limited to, information sessions, phone calls, emails, and face-to-face interactions.

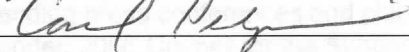
### ***List the Names of Agency Individuals Who May Serve as Internship Supervisors***

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Larry Pakowski \* contact 1<sup>st</sup>  
Marcio Moreno  
Jan Rockwell

For Office Use Only

Signature, Dept. Chair 

Signature, Dean 

Approval Date 6/12/08 Expiration Date 6/12/2013 Not Approved \_\_\_\_\_

Com

# UNIVERSITY OF NORTH CAROLINA WILMINGTON

## REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

**Agency Name** UNCW - University Advancement - Department of External and Donor Relations

**Address** 5051 New Center Drive  
Wilmington, NC 28403

**Telephone** (910) 962-2219

**Fax** (910) 962-7509

**Email** ~~XXXXXXXXXXXXXXXXXXXX~~ ~~matthewsk@uncw.edu~~ queenk@uncw.edu



### **Business, Services, or Responsibilities of Agency**

University Advancement is one of six administrative units at UNCW that reports to the chancellor. The division includes the university's primary development officers, as well as alumni relations, external and donor relations, special event coordination, gift acknowledgment and receipting, donor research, annual giving programs and planned giving services.

Quality special events are held to a high standard by the Director of External and Donor Relations, the Vice Chancellor for University Advancement and the Chancellor for the purpose of fund-raising.

### **List Specific Opportunities or Experiences that will be Provided for the Intern**

The intern will work primarily with the Special Events Coordinator and Special Events Assistant.

Duties will include helping with all the logistics associated with special events: determining focus and purpose of event, designing appropriate marketing materials, making reservations, working with outside vendors, checking the RSVP line, setting up the events, attending the events and following-up. Other duties as assigned.



The intern will obtain experience planning events and seeing them through from start to finish. The intern will also gain an understanding of the importance of stewardship.

### **List the Names of Agency Individuals Who May Serve as Internship Supervisors**

Attach Credentials (current resume or corporate bio including education) for each individual listed.

~~XXXXXXXXXXXXXXXXXXXX~~ ~~Kelli Matthews, special events assistant~~ Kelli Queen, special events assistant

For Office Use Only

Signature, Dept. Chair	
Signature, Dean	
Approval Date	7/29/08
Expiration Date	7/29/2013
Not Approved	<input type="checkbox"/>

Com

# UNIVERSITY OF NORTH CAROLINA WILMINGTON

## REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

**Agency Name** New Hanover County Schools

**Address** 6410 Carolina Beach Road, Wilmington, NC 28412

**Telephone** 910-254-4221 **Fax** 910-254-4477

**Email** vquattle@nhcs.net

### *Business, Services, or Responsibilities of Agency*

New Hanover County Schools is the local public education school district serving 24,000 students in 42 schools in and surrounding Wilmington, NC. Serving students from Pre-Kindergarten through the 12th grade, the mission of NHCS is to provide a high quality education that prepares all students to be productive and contributing citizens of a global society.

### *List Specific Opportunities or Experiences that will be Provided for the Intern*

- Work as a Production Assistant on One on One and other NHCS TV shows
- Assist with Crisis Communications Response Preparation
- Work to Enhance NHCS Website
- Prepare a newsletter for the Magnet Schools program
- Write news releases
- Special Events Planning
- Photography

### *List the Names of Agency Individuals Who May Serve as Internship Supervisors*

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Valita S. Quattlebaum (resume attached)

For Office Use Only

Signature, Dept. Chair 

Signature, Dean 

Approval Date 12/1/08 Expiration Date 12/1/2013 Not Approved \_\_\_\_\_

Com

# UNIVERSITY OF NORTH CAROLINA WILMINGTON

## REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

**Agency Name** UNCW Alumni Relations Office

**Address** Wise Alumni House; 1713 Market Street; Wilmington, NC 28403

**Telephone** (910) 962-2684

**Fax** (910) 962-2685

**Email** terry|@uncw.edu



### ***Business, Services, or Responsibilities of Agency***

It is our purpose to connect and involve alumni, students, and friends in the promotion and advancement of the University. The UNCW Alumni Association promotes, encourages and supports unity and involvement among our alumni, students, the university and friends.

### ***List Specific Opportunities or Experiences that will be Provided for the Intern***

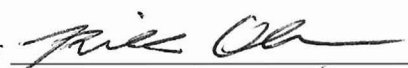

- Event planning and management for any of our alumni events, whether they be regional or academically affiliated.
- Help with the organization of the Alumni Scholarship Program.
- Marketing of all alumni events to our alumni and friends (print & electronic media).
- Coordination and following up with alumni volunteers.
- Database management.
- Management of online communities.

### ***List the Names of Agency Individuals Who May Serve as Internship Supervisors***

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Lindsay Terry  
Kim Gargulio

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Signature, Dept. Chair	<u></u>
Signature, Dean	<u></u>
Approval Date	<u>3/19/09</u> Expiration Date <u>3/19/2014</u> Not Approved _____

com

# UNIVERSITY OF NORTH CAROLINA WILMINGTON

## REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

**Agency Name** UNCW Athletics -  
Student Support Services

**Address** Trask 131

**Telephone** (910) 962-3001 **Fax** (910) 962-3002

**Email** lewisma@uncw.edu

### ***Business, Services, or Responsibilities of Agency***

The goal of the UNCW CHAMPS/Life Skills program is to enhance the quality of the student-athlete experience within the university setting through the use of programs that support the total development of UNCW student-athletes to help them become better students, athletes and citizens.

The Life Skills Program provides a comprehensive approach to the overall academic and personal development of student-athletes. With the student-athlete welfare in mind, the Department of Athletics initiated WingTIPS –“Student Athletes Gliding to Success”.

### ***List Specific Opportunities or Experiences that will be Provided for the Intern***

- Assist in planning, promoting, implementing, and evaluating Life/Skills programs
- Assist to help create awareness and increase attendance of planned events
- Update and maintain departmental websites
- Assist with creating and distributing a departmental newsletter
- Take pictures and write press releases on Champs/life skills and community service events
- Assist with creating incoming student and parent information packets

### ***List the Names of Agency Individuals Who May Serve as Internship Supervisors***

Attach Credentials (current resume or corporate bio including education) for each individual listed.



Melissa Lewis

Signature, Dept. Chair [Signature]

Signature, Dean [Signature]

Approval Date 10/27/11 Expiration Date 10/27/2016 Not Approved \_\_\_\_\_

Com

UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

Agency Name Wilma, Wilmington's magazine for women

Address 130 N. Front St. Wilmington, NC 28401

Telephone (910) 343-8600

Fax (910) 343-8660

Email sclancy@wilmingtonbiz.com



Business, Services, or Responsibilities of Agency

Publishes Wilma magazine, a local women's magazine with circulation of 15,000

List Specific Opportunities or Experiences that will be Provided for the Intern

Learn about the publishing industry, write news briefs, research news and lists, call contacts for information, and be a part of the region's top newsrooms. May also work with Greater Wilmington Business journal. Gain valuable experience and business contacts in Wilmington.

List the Names of Agency Individuals Who May Serve as Internship Supervisors

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Shelagh Clancy, Editor

For Office Use Only

Signature, Dept. Chair [Signature]

Signature, Dean [Signature]

Approval Date 3/5/09 Expiration Date 3/5/2014 Not Approved

Com

# UNIVERSITY OF NORTH CAROLINA WILMINGTON

## REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

**Agency Name** Greater Wilmington Business

**Address** 1300 N. Front Street  
Wilmington, NC 28401

**Telephone** 343-8600

**Fax** 343-8660

**Email** jspiker@wilmingtonbiz.com OR cwilkerson@wilmingtonbiz.com

**Business, Services, or Responsibilities of Agency**

Publisher of monthly business news journal for Greater Wilmington and WILMA! Magazine

**List Specific Opportunities or Experiences that will be Provided for the Intern**

Intern will be responsible for compiling information, working on list piece of paper, and helping with personal section. Other tasks include proofreading, research, public relations writing, and an opportunity to be involved in all aspects of publishing.

**List the Names of Agency Individuals Who May Serve as Internship Supervisors**

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Chris Wilkerson

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Signature, Dept. Chair	<u>[Signature]</u>	<u>1/9/09</u>
Signature, Dean	<u>[Signature]</u>	
Approval Date	<u>1/12/09</u>	Expiration Date <u>1/12/2014</u> Not Approved _____

com

**UNIVERSITY OF NORTH CAROLINA WILMINGTON**

**REQUEST FOR APPROVAL OF AGENCY  
FOR PLACEMENT OF INTERNS**

**Agency Name** Cape Fear Community College Public Information Office

**Address** 411 N. Front St., Wilmington, NC 28401

**Telephone** (910) 362-7020

**Fax** (910) 362-7494

**Email** dhardin@cfcc.edu



***Business, Services, or Responsibilities of Agency***

The Public Information Office is responsible for promoting college services and programs to the general public and prospective students. The office coordinates projects related to media relations, advertising, publications and various other activities that help to maintain a positive public image of the college.

***List Specific Opportunities or Experiences that will be Provided for the Intern***

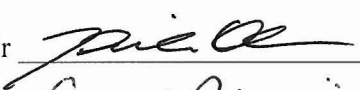

For students who want hands-on practical experience in media relations, marketing, and publications, this is a great opportunity. Students will work closely with the Public Information Officer to write press releases, take photographs, conduct interviews for news stories, assist with public events and update informational displays when needed. Acceptable student work will be used as part of the college's marketing program. To get the most out of an internship with the CFCC Public Information Office, a student should be enthusiastic and be able to write and communicate well. This position does involve interaction with college staff, faculty, students and graduates.

***List the Names of Agency Individuals Who May Serve as Internship Supervisors***

Attach Credentials (current resume or corporate bio including education) for each individual listed.

David Hardin (resume follows this page)

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Signature, Dept. Chair	<u></u>
Signature, Dean	<u></u>
Approval Date	<u>4/15/09</u> Expiration Date <u>4/15/2014</u> Not Approved _____

Com  
Agency  
Renewal

# UNIVERSITY OF NORTH CAROLINA WILMINGTON

## REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

**Agency Name** UNCW - Television - Department of Media Production

**Address** UNCW  
601 S. College Rd., Wilmington, NC 28403

**Telephone** (910) 962-4082

**Fax** (910) 962-7903

**Email** millerdh@uncw.edu



### **Business, Services, or Responsibilities of Agency**

Provide quality educational and public affairs and informational television programming to the students, faculty, and staff of UNCW via on-campus channel 77 as well as to the citizens of southeastern NC via The Learning Network of Cape Fear (Time Warner Cable Channel 5; Charter Communications Channel 12).

### **List Specific Opportunities or Experiences that will be Provided for the Intern**


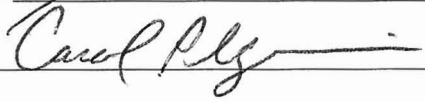
Opportunities to experience various aspects of television production from pre-production to post-production. Activities include: production assistance; camera, sound and lighting setup and operations for in-studio and field productions; nonlinear and digital editing; producing/directing; and the many other opportunities available in educational/community affairs and television. The intern will be paired with professional staff from UNCW-TV. The intern will be assigned to at least one or more of the following projects: UNCW Community Link; Let's Read, and/or other UNCW-TV original programming.

### **List the Names of Agency Individuals Who May Serve as Internship Supervisors**

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Dustin Miller, Director

For Office Use Only

Signature, Dept. Chair	<u></u>				
Signature, Dean	<u></u>				
Approval Date	<u>5/19/09</u>	Expiration Date	<u>5/19/2014</u>	Not Approved	_____

COM

UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

Agency Name McColl & Associates, Inc

Address 3803 Wrightsville Ave Unit 7  
Wilmington, NC 28403

Telephone (910) 350-1211

Fax (910) 350-0818

Email info@mccoll-associates.com



Business, Services, or Responsibilities of Agency

McColl & Associates, Inc specializes in the creating, planning, implementing, execution and on-site management of meetings, events, marketing, public relations and direct sales in the mid-range market.

List Specific Opportunities or Experiences that will be Provided for the Intern

This internship will encompass all dimensions of the marketing, public relations and events industry. There is plenty of room for growth with this internship. We are looking for a real go-getter (new ideas welcome) that wants to learn and grow.

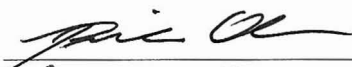
- Assist in creating, planning, implementing and executing special events as needed.
- Assist in soliciting sponsorships for events as needed.
- Assist in writing press releases, media advisories, profiles and other general copy writing as needed
- Assist in writing articles and talking photos for a start up magazine as needed
- Assist in researching promotional products & selling promotional products for current/future clients as needed
- Build and manage database of clients as needed
- Assist in upcoming events such as the Willie Stargell Celebrity Golf Tournament, Lunch w/ an Author, and local City elections as needed


List the Names of Agency Individuals Who May Serve as Internship Supervisors

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Jenna Curry

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Signature, Dept. Chair 

Signature, Dean 

Approval Date 4/15/09 Expiration Date 4/15/2014 Not Approved \_\_\_\_\_

Com

# UNIVERSITY OF NORTH CAROLINA WILMINGTON

## REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

**Agency Name** UNCW Marketing & Communications - PHOTO SERVICES

**Address** 737 St. James  
Wilmington, NC 28403

**Telephone** (910) 962-3601

**Fax** (910) 962-3847

**Email** moncriefj@uncw.edu



### **Business, Services, or Responsibilities of Agency**

Provide photographic services for all divisions and departments of UNCW. Document the people and events that best highlight the UNCW experience.

### **List Specific Opportunities or Experiences that will be Provided for the Intern**

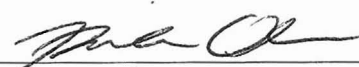

Hands-on location lighting for still photography; digital and film photography; access to professional photo equipment as well as state of the art imaging computers. Honing of organizational skills and deadline management of multiple photo assignments. Work side by side with communication specialists ranging from photographers, speech writers and graphic artists.

### **List the Names of Agency Individuals Who May Serve as Internship Supervisors**

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Jamie Moncrief - Coordinator of Photographic Services

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Signature, Dept. Chair	
Signature, Dean	
Approval Date	5/15/09
Expiration Date	5/15/2014
Not Approved	_____

Com

UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

Agency Name ADR Center, Inc

Address 140-C Cinema Dr. Wilmington, NC 28403

Telephone (910) 362-8000

Fax (910) 362-8008

Email jmurphy@theadrcenter.org



Business, Services, or Responsibilities of Agency

ADR provides dispute resolution services and training to clients in New Hanover, Brunswick, Pender and Columbus County

List Specific Opportunities or Experiences that will be Provided for the Intern



Intern will have an opportunity to develop dispute resolution skills by being exposed to intense interviews, mediation sessions and drafting of settlement agreements.

List the Names of Agency Individuals Who May Serve as Internship Supervisors

Attach Credentials (current resume or corporate bio including education) for each individual listed.

John J Murphy, MA

For Office Use Only

Signature, Dept. Chair	
Signature, Dean	
Approval Date	5/5/09
Expiration Date	5/5/2014
Not Approved	_____

Com

UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

Agency Name Capstrat, Inc

Address 1201 Edwards Mill Road, First Floor Raleigh, NC 27607

Telephone (919) 828-0806

Fax (919) 834-7959

Email ehipps@capstrat.com



Business, Services, or Responsibilities of Agency

(see attachment A)

List Specific Opportunities or Experiences that will be Provided for the Intern

Intern will have the opportunity to work in a team environment that includes copywriters, designers and creative directors. learn about the processes of a creative department. observe client meetings and presentations. participate in ongoing projects for both Web and print. go on a press check.

List the Names of Agency Individuals Who May Serve as Internship Supervisors

Attach Credentials (current resume or corporate bio including education) for each individual listed.

(see attached Bio sheet) Elizabeth Hipps

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Signature, Dept. Chair [Signature]
Signature, Dean [Signature]
Approval Date 5/5/09 Expiration Date 5/5/2014 Not Approved

Com

# UNIVERSITY OF NORTH CAROLINA WILMINGTON

## REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

**Agency Name** CMT / MTV Networks

**Address** 330 Commerce Street  
Nashville, TN 37201

**Telephone** (615) 335-8351

**Fax** (615) 335-8628

**Email** josh.sharpe@cmt.com

**MUST GO THROUGH THEIR  
APPLICATION PROCESS**  
**DO NOT contact Mr. Sharpe directly**

### ***Business, Services, or Responsibilities of Agency***

This internship opportunity is offered through our cable channel division - CMT (Country Music Television). CMT, a unit of Viacom's MTV Networks, is the leading television and digital authority on country music and Heartland entertainment, reaching more than 88 million homes in the U.S. CMT and its website, CMT.com, offer an unparalleled mix of music, news, live concerts and series and is the top resource for country music on demand. The network's digital platforms include the 24-hour music channel, CMT Pure Country, CMT Mobile and CMT's broadband channel, CMT Loaded. Our offices are located in the heart of downtown Nashville in the hub of Music City.

### ***List Specific Opportunities or Experiences that will be Provided for the Intern***

The programming and production division of CMT.com produces program pages and microsites in support of CMT programs and events. This process involves implementing brand-approved designs and development and maintenance of show pages, special event microsites and online voting pages. The CMT.com production group works closely with the CMT public relations department and programming representatives to make sure all CMT programming information featured online is reflective of the channel's goals. Additionally, the CMT.com production group produces/writes/edits material for editorial and entertainment content pages, updates artist pages and launches and promotes music videos, text and video blogs and full-episodes of CMT shows online. The team is also responsible for shooting, cropping and sizing digital images for the Web site. The intern in this department will assist producers in writing promos and newsletter copy and will have occasional opportunities to shoot digital pictures or write news articles for possible use on website. Intern will transcribe and log audio and video tapes, update information on show pages and message boards, update artist biographies and provide research assistance for music journalists and site producers. There are occasional opportunities for a CMT.com Intern to act as a runner for music events such as awards shows and various show taping.

### ***List the Names of Agency Individuals Who May Serve as Internship Supervisors***

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Donna Priesmeyer - Executive Producer, CMT.com (see attached bio)

For Office Use Only

Signature, Dept. Chair 

Signature, Dean 

Approval Date 4/29/09 Expiration Date 4/29/2014 Not Approved \_\_\_\_\_

Com

# UNIVERSITY OF NORTH CAROLINA WILMINGTON

## REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

**Agency Name** CMT / MTV Networks

**Address** 330 Commerce Street  
Nashville, TN 37201

**Telephone** (615) 335-8351

**Fax** (615) 335-8628

**Email** josh.sharpe@cmt.com

**MUST GO THROUGH THEIR  
APPLICATION PROCESS**  
**DO NOT contact Mr. Sharpe directly**

### ***Business, Services, or Responsibilities of Agency***

This internship opportunity is offered through our cable channel division - CMT (Country Music Television). CMT, a unit of Viacom's MTV Networks, is the leading television and digital authority on country music and Heartland entertainment, reaching more than 88 million homes in the U.S. CMT and its website, CMT.com, offer an unparalleled mix of music, news, live concerts and series and is the top resource for country music on demand. The network's digital platforms include the 24-hour music channel, CMT Pure Country, CMT Mobile and CMT's broadband channel, CMT Loaded. Our offices are located in the heart of downtown Nashville in the hub of Music City.

### ***List Specific Opportunities or Experiences that will be Provided for the Intern***

The Program Development & Production, Music & Events department creates and produces original programming and live events and concerts for air on MTV Networks' cable channel CMT. Position duties will include general office work for fifty percent of the time and various television-production needs fifty percent of the time. The intern will provide project assistance and research for various pilots and clips shows for the network, as well as special programming, such as CMT Crossroads. The intern will serve as a Production Assistant for various live events including awards shows and CMT special events. Intern will observe the process of how shows are written and produced for cable television. They will be exposed to the entire Program Development staff and Production, Music & Events staff, the Technical Operations and Production Management staff, and various outside production companies with whom CMT does business.


### ***List the Names of Agency Individuals Who May Serve as Internship Supervisors***

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Yasmin Mohammed - Producer (see attached bio)

For Office Use Only

Signature, Dept. Chair 

Signature, Dean 

Approval Date 12/23/09 Expiration Date 12/23/2014 Not Approved \_\_\_\_\_

CMT

# UNIVERSITY OF NORTH CAROLINA WILMINGTON

## REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

**Agency Name** CMT / MTV Networks

**Address** 330 Commerce Street  
Nashville, TN 37201

**Telephone** (615) 335-8351

**Email** Josh.Sharpe@cmt.com

**MUST GO THROUGH THEIR  
APPLICATION PROCESS**  
**Do NOT contact Mr. Sharpe directly**

**Fax** (615) 335-8628

### ***Business, Services, or Responsibilities of Agency***

This internship opportunity is offered through our cable channel division - CMT (Country Music Television). CMT, a unit of Viacom's MTV Networks, is the leading television and digital authority on country music and Heartland entertainment, reaching more than 88 million homes in the U.S. CMT and its website, CMT.com, offer an unparalleled mix of music, news, live concerts and series and is the top resource for country music on demand. The network's digital platforms include the 24-hour music channel, CMT Pure Country, CMT Mobile and CMT's broadband channel, CMT Loaded. Our offices are located in the heart of downtown Nashville in the hub of Music City.

### ***List Specific Opportunities or Experiences that will be Provided for the Intern***

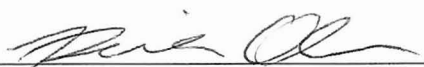
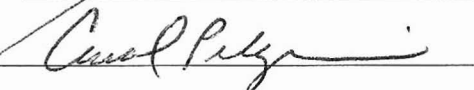
The Production Management department of CMT is responsible for managing a show or a CMT project from its inception through production and post-production. The result is a finished show that will air nationally on cable channel CMT. This department manages show/project budgets and processes information from the Program Development department through Legal, Music & Media Licensing, Finance and Production Operations. The intern in this department will spend their time working on various aspects of budgeting and scheduling for CMT show projects. They will typically spend a portion of their week creating the production management calendars, creating production binders for managers, producers and directors. They will circulate contracts and budget information to all appropriate departments and personnel. May have some exposure to third party vendors. Will assist with scheduling meetings, and will have other duties as assigned. Interns may be exposed to various CMT projects, such as awards shows, live show tapings, and series programming. Interns will interact with internal clients from Programming, Music & Talent, Research, and Production Operations.

### ***List the Names of Agency Individuals Who May Serve as Internship Supervisors***

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Heather Graffagnino - Director, Production Management, CMT (see attached personal resume)

For Office Use Only

Signature, Dept. Chair	
Signature, Dean	
Approval Date	<u>4/29/09</u> Expiration Date <u>4/29/2014</u> Not Approved _____

com

UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

Agency Name Emory Valley Center, Inc

Address 715 Emory Valley Road Oak Ridge, TN 37830

Telephone (865) 483-4385

Fax (865) 482-5435

Email nancy.vanderlan@emoryvalleycenter.com



Business, Services, or Responsibilities of Agency

Private, nonprofit agency that provides support and service to individuals with developmental disabilities. Established in 1955 as an adult day care for adults with mental retardation. The agency serves 160 adults in residential, day, personal assistance, supported employment and nursing services. We serve over 60 children in early intervention services, over 200 families in a 20 county region for family support, 25 individuals over 11 counties with case management in the elder and disabled waiver. Employ over 230 staff.

List Specific Opportunities or Experiences that will be Provided for the Intern

Submit press releases to the local newspapers
Help with current brochures and quarterly newsletter to have a bigger impact on community
Help agency better advertise in local community. Agency looking at starting a Capital Improvement Plan with need to raise 4-5 million dollars.

List the Names of Agency Individuals Who May Serve as Internship Supervisors

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Nancy Vanderlan, MSSW

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Signature, Dept. Chair [Signature]
Signature, Dean [Signature]
Approval Date 4/22/09 Expiration Date 4/22/2014 Not Approved

Com

UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

Agency Name Hitched

Address 1523 Wisconsin Ave, NW Washington, DC 20007

Telephone (202) 333-6162

Fax (202) 315-3502

Email info@hitchedsalon.com



Business, Services, or Responsibilities of Agency

Hitched is a bridal shop in Washington, DC. We are a full service salon catering to a high end bride. We sell bridal gowns, bridesmaid dresses, & invitations. We are very focused on customer service and creating a fabulous experience for the customer.

List Specific Opportunities or Experiences that will be Provided for the Intern

- Customer communication and interaction
Blog story development
General operations of a small business
Organizational tasks

List the Names of Agency Individuals Who May Serve as Internship Supervisors

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Carin Levine
Julia Kepniss

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Signature, Dept. Chair [Signature]
Signature, Dean [Signature]
Approval Date 4/29/09 Expiration Date 4/29/2010 Not Approved

COM

UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

Agency Name Live Nation

Address 707 Pavilion Blvd. Charlotte, NC 28262

Telephone (704) 887-6518

Fax (704) 549-1043

Email lynseycarter@livenation.com

Business, Services, or Responsibilities of Agency

Live Nation's mission is to maximize the live concert experience for artists, fans and sponsors. Our core business is buying and producing artist rights and monetizing those rights via our global distribution pipe. Live Nation is the largest producer of live music concerts in the world, annually producing over 16,000 concerts for 1,500 artists in 57 countries. The company sells over 45 million concert tickets a year and expects to drive over 60 million unique visitors to livenation.com in 2008. Live Nation is transforming the concert business by expanding its concert platform into direct concert ticketing and building the industry's only artist-to-fan vertically integrated concert platform. Headquartered in Los Angeles, California, Live Nation is listed on the New York Stock Exchange.

List Specific Opportunities or Experiences that will be Provided for the Intern

Duties include, but not limited to:

- Assisting Sales Staff (including show days)
• Assist with recruitment of new VIP clients
• Provide quality customer service to VIP clients
• Coordinating ticket orders & tracking
• Coordinate ticket mailings
• Assist other departments (including production and finance)
• Management of VIP Team
• Internet Research
• Administrative duties

List the Names of Agency Individuals Who May Serve as Internship Supervisors

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Lynsey Carter - Premium Seat Sales Coordinator, Verizon Wireless Amphitheatre, Charlotte, NC

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Signature, Dept. Chair [Signature]
Signature, Dean [Signature]
Approval Date 4/30/09 Expiration Date 4/30/2014 Not Approved

Com

# UNIVERSITY OF NORTH CAROLINA WILMINGTON

## REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

**Agency Name** MTV Networks - VH1 Digital

**Address** 1515 Broadway, New York, NY

**Telephone** (212) 846-7688

**Email** diana.mastrodomenico@vh1.com

**Fax**

**MUST GO THROUGH THEIR  
APPLICATION PROCESS**

**Do NOT contact Ms.  
Mastrodomenico directly**

+

### ***Business, Services, or Responsibilities of Agency***

VH1 Digital dimensionalizes the VH1 brand and engages the VH1 audience through three tightly focused sites:

VH1.com: A direct extension of VH1 on-air, where users immerse themselves in the Celebrealty, Pop Culture, Nostalgia and Music programming that makes the brand famous.

Scandalist.com: The smart and provocative site that goes beyond VH1 channel programming, covering the entire world of entertainment and celebrity.

+

### ***List Specific Opportunities or Experiences that will be Provided for the Intern***

- Assist managing editor and homepage editor with daily site updates
- Recognize trends in VH1 programming that can be transformed into editorial content (photo galleries, blog posts)
- Produce VH1 show and pop culture photo galleries
- Retouch and crop images
- Transcribe interviews
- Brainstorm ways to increase site traffic
- Act as liaison between editorial department and digital encoding services

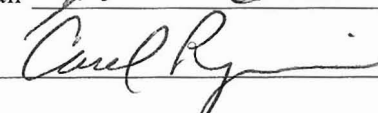
### ***List the Names of Agency Individuals Who May Serve as Internship Supervisors***

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Ryan Hohman (resume attached)

For Office Use Only

Signature, Dept. Chair 

Signature, Dean 

Approval Date 4/22/09 Expiration Date 4/22/2014 Not Approved \_\_\_\_\_

Com

UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

Agency Name Relations PR & Marketing

Address 3313 W Cypress St Tampa, FL 33607

Telephone (813) 383-5413

Fax (813) 356-0157

Email robin@relationspr.com



Business, Services, or Responsibilities of Agency

We are a full service public relations firm. We offer our clients integrated marketing communications plans, as well as full design services. We create marketing strategies for clients. Detailed information can be found on our website www.relationspr.com

List Specific Opportunities or Experiences that will be Provided for the Intern

Hands-on experience, learn how to write press releases and the different avenues of distributions, account management, interns will learn how to plan marketing strategies for a variety of fields, interns will work directly with our graphic designers on creative for marketing materials, etc., intern will learn some event planning skills, assist with writing on various projects, etc.

List the Names of Agency Individuals Who May Serve as Internship Supervisors

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Robin S. Adkins
Amy Engster

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Signature, Dept. Chair [Signature]
Signature, Dean [Signature]
Approval Date 5/8/09 Expiration Date 5/8/2014 Not Approved

Com

UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

Agency Name United States Baseball Federation (DBA USA Baseball)

Address 403 Blackwell Street Durham, NC 27701

Telephone (919) 474-8721

Fax (919) 474-8822

Email info@usabaseball.com; davidperkins@usabaseball.com

Business, Services, or Responsibilities of Agency

Since 1978 USA Baseball has been the national governing body (NGB) for the sport of baseball. It represents the sport in the United States as a member of the U.S. Olympic Committee (USOC) and internationally as a member federation of the International Baseball Federation (IBAF).

The organization selects and trains the World Baseball Classic Team and the United States Olympic Baseball Team; the USA Baseball National Team (Collegiate); the USA Baseball 18U, 16U and 14U National Teams; and the USA Baseball Women's National Team, all of which participate in various international competitions each year.

List Specific Opportunities or Experiences that will be Provided for the Intern

- Serve as the liaison to the Triangle-area Chambers of Commerce and their members for the annual USA Baseball Extra Innings Chambers of Commerce Networking Event
• Work with the Town of Cary on logistics for the USA Baseball Extra Innings Networking Event
• Planning for the presentation of the USA Baseball Golden Spikes Award
• Work with the Media & Public Relations department on the statistical collection and analysis for the USA Baseball World Cup and National Teams
• Develop community awareness and outreach plan for the organization
• Assist other departments within USA Baseball (merchandising, ticketing, operations, etc.) with various tasks as necessary

List the Names of Agency Individuals Who May Serve as Internship Supervisors

Attach Credentials (current resume or corporate bio including education) for each individual listed.

David Perkins - Chief Operating Officer
Jake Fehling - Director, Media & Public Relations

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Signature, Dept. Chair [Signature]

Signature, Dean [Signature]

Approval Date 4/29/09 Expiration Date 4/29/2011 Not Approved



COM

# UNIVERSITY OF NORTH CAROLINA WILMINGTON

## REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

**Agency Name** WESH TV

**Address** 1121 N. Wymore Rd. Winter Park, FL 32789

**Telephone** (407) 537-7830

**Fax** (407) 539-7960

**Email** rquiles@hearst.com



### **Business, Services, or Responsibilities of Agency**

Television Broadcast

Internship Information - <http://www.wesh.com/station/1290362/detail.html>

### **List Specific Opportunities or Experiences that will be Provided for the Intern**

- Assist Assoc Producers, producers and reporters in gathering of information and learn how to write scripts for newscast
- Learn how to print scrips and rundowns and distribute to group
- Provide news research support
- Participate in the production of cutins, lynx newscasts and live/location remotes
- Learn how to check wire stories and network feeds for up-to-date and breaking news
- Bring creative story ideas to the newsroom meetings on a regular basis
- Learn how to run teleprompter
- Learn how to order graphics and call up file tape/old scripts
- Spend time with reporters in the field gathering news stories
- Answer phones
- Spend time at news assignment desk
- Other duties as assigned

### **List the Names of Agency Individuals Who May Serve as Internship Supervisors**

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Mike Darrach

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Signature, Dept. Chair	<u>[Signature]</u>
Signature, Dean	<u>[Signature]</u>
Approval Date	<u>5/26/10</u> Expiration Date <u>5/26/2015</u> Not Approved _____

COM

# UNIVERSITY OF NORTH CAROLINA WILMINGTON

## REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

**Agency Name** Wilmington Health Access for Teens (WHAT) +

**Address** 4005 Oleander Dr., Wilmington, NC 28403

**Telephone** (910) 790-9949 **Fax** (910) 790-9996

**Email** nancyb@whatswhat.org

### **Business, Services, or Responsibilities of Agency**

Wilmington Health Access for Teens, Inc., (WHAT) is a non-profit, community-based organization founded in 1995 which provides affordable, accessible physical and mental health services to underserved adolescents. WHAT has tracked over 90,000 patient visits since 1997 with nearly 14,000 in 2007.

WHAT works with teens, parents, teachers, school administrations and the community in fulfilling our goals: to provide health care to underserved adolescents; to provide illness prevention and health promotion services--including health education--to adolescents and their families; and to educate the community and professionals about the needs and concerns of adolescents. (end) +

### **List Specific Opportunities or Experiences that will be Provided for the Intern**

An intern working in the Development Department of WHAT would be involved in the marketing and communications of our services and the completion of print materials necessary for the fundraising function of the department. The intern would assist in the organization's promotional efforts for our annual Cape Fear Teen Health Council Prom Dress Swap held in March and the fundraising luncheon, Picnic with Purpose, held in April each year. Among the tasks an intern would perform are: WHAT website updates and notices, WHAT quarterly newsletter; preparing press releases, flyers, psas, brochures, press packets; work on mailings including data entry; assistance in preparing materials for health fairs.

### **List the Names of Agency Individuals Who May Serve as Internship Supervisors**

Attach Credentials (current resume or corporate bio including education) for each individual listed.

~~Nancy Buckingham, Development Specialist (primary)~~  
Joy Grady, Development Director (secondary)

Jill Boese |

Approved: *Carl R...*  
8/17/09

Resumes attached.

For Office Use Only

Signature, Dept. Chair	<i>[Signature]</i>	
Signature, Dean	<i>[Signature]</i>	
Approval Date	11/7/08	Expiration Date 11/7/2013 Not Approved _____

Com

UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

Agency Name Maximum Design & Advertising, Inc.

Address 7032 Wrightsville Avenue, Suite 201  
Wilmington, NC 28403

Telephone (910) 256-2320

Fax (910) 256-5171

Email paula@maximumdesign.com



Business, Services, or Responsibilities of Agency

Maximum Design & Advertising, Inc. is an award-winning, full-service agency that represents premier destination and resort communities across the country. We offer a full range of services including Public Relations, traditional and non-traditional marketing, social media, interactive, events and market research.

List Specific Opportunities or Experiences that will be Provided for the Intern

The position involves:  
Assisting the Creative Director and Designers with the production and design details of all materials, such as identities, brochures, advertisements, promotional materials and websites.  
Mocking up pre-production materials, updating design files, updating archives.  
Providing administrative office support, including file and database management, telephone and other office-related tasks. Conducting research on clients, publications and client competitors. Preparation of files for production.



We're looking for:  
Great interpersonal and communication skills. Ability to work independently and take initiative.  
Reasonable proficiency with design programs: Adobe Creative Suite  
Ability to work under tight deadlines and help out with multiple projects.

List the Names of Agency Individuals Who May Serve as Internship Supervisors

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Paula Knorr, Creative Director

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Signature, Dept. Chair	
Signature, Dean	
Approval Date	8/18/09
Expiration Date	8/18/2014
Not Approved	_____

Com

# UNIVERSITY OF NORTH CAROLINA WILMINGTON

## REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

**Agency Name** UNC Wilmington - QENO

**Address** 601 South College Road  
Wilmington NC 28403

**Telephone** (910) 962-2762

**Fax** (910) 962-3096

**Email** pappask@uncw.edu

### ***Business, Services, or Responsibilities of Agency***

The Quality Enhancement for Nonprofit Organizations (QENO) is a partnership between UNCW, funders, civic leaders and other community organizations to help build the capacity of nonprofit organizations and increase philanthropy in southeastern North Carolina.

We offer: professional workshops; board development; organizational assessment and consulting facilitation of community dialogue (round table discussions, listserv, etc.)

### ***List Specific Opportunities or Experiences that will be Provided for the Intern***

Requesting 15-20 hours/week . This position would support nonprofit organizational capacity-building projects:

Tasks Estimated / Hours Per Week

Assist with data (consultant activities, budget) analysis and summary reports

Continue to develop and begin to maintain data integrity for target lists for marketing QENO- involves phone and computer work

Assist with preparing meeting materials & collation, writing newspaper ads

Make phone calls to assist with nonprofit event invitations/confirmations 3

Write & input website updates

Take minutes/write meeting summaries for QENO programs

Assist with PowerPoint presentations for QENO audiences 1

Miscellaneous

### ***List the Names of Agency Individuals Who May Serve as Internship Supervisors***

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Karen Pappas

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Signature, Dept. Chair 

Signature, Dean 

Approval Date 8/18/09 Expiration Date 8/18/2014 Not Approved \_\_\_\_\_

Com

UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

Agency Name Dry Corp, LLC

Address 349 Military Cutoff Rd., Wilmington, NC 28404

Telephone (910) 791-0009

Fax (910) 791-4479

Email coreyh@drycorp.com



Business, Services, or Responsibilities of Agency

Dry Corp, LLC develops and distributes waterproof protection for wounds, casts, bandages, prosthetics, ostomy & PICC lines in it medical division. Dry Corp, LLC also has a division that develops and manufactures waterproof cases for phones, cameras and MP3 players. Our goal is to continue to build brand recognition and build market share for both the medical and personal electronics division. We also strive to foster a friendly work environment where employees and encouraged to think, learn, contribute and have fun at there jobs.

List Specific Opportunities or Experiences that will be Provided for the Intern

Intern will work with Public Relation for Dry Corp's personal electronic waterproof case division. The focus will be on building market share and brand recognition for new DryCASE product. Intern will be in charge of weekly press releases, social media sites, forum and blog posting, product reviews on web as well as print magazines and other Public Relations related tasks that will lead to increases web traffic and sales. Public relations department's goal is to help build web presence and credibility for the new product on the market place. Intern will also be asked to provide constructive criticism and feedback on marketing and public relation efforts to help better marketing efforts

List the Names of Agency Individuals Who May Serve as Internship Supervisors

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Corey Heim, Chief Operating Officer

For Office Use Only

Signature, Dept. Chair [Signature]
Signature, Dean [Signature]
Approval Date 8/11/09 Expiration Date 8/11/2014 Not Approved

COM

# UNIVERSITY OF NORTH CAROLINA WILMINGTON

## REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

**Agency Name** Historical Society of the Lower Cape Fear/ The Latimer House +

**Address** 126 South Third Street  
Wilmington, NC 28401

**Telephone** (910) 762-0492 **Fax** (910) 763-5869

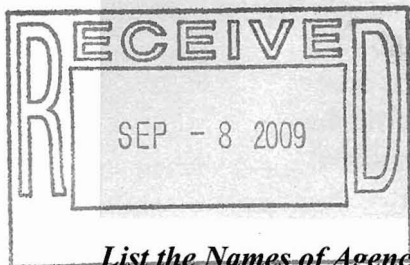
**Email** info@latimerhouse.org

### **Business, Services, or Responsibilities of Agency**

The Historical Society of the Lower Cape Fear was founded in 1956 as a non-political, non-profit 501(c)(3) corporation dedicated to the preservation and study of history in the Lower Cape Fear region. The articles of incorporation read: "This corporation is organized to be operated exclusively for literary and educational purposes. To this end said corporation shall collect and preserve records and materials and disseminate knowledge and information pertaining to the history of the Lower Cape Fear, State of North Carolina, and the United States of America." The Society's activities include restoration and exhibition of the Latimer House, a Victorian Italianate upper-class merchant's house in the heart of Wilmington's Historic District; the upkeep of the Society archives containing a wealth of local historic documents and publications, many unique; and a plethora of events, lectures, programs, exhibits, etc. throughout the year. +

### **List Specific Opportunities or Experiences that will be Provided for the Intern**

Experience will give intern a hands on knowledge of how to effectively assist the historical society and museum. The intern will use communication studies skills and history skills gained through educational experience at UNCW to assist the museum with its educational and literary functions. The intern will become a tour guide, assist with archiving, and assist with any special events and activities.



### **List the Names of Agency Individuals Who May Serve as Internship Supervisors**

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Candace McGreevy: Executive Director

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Signature, Dept. Chair	<u>Carole Tallant for Rick Olsen</u>		
Signature, Dean	<u>Carl Rye</u>		
Approval Date	<u>9/15/09</u>	Expiration Date	<u>9/15/2014</u> Not Approved _____

Com

UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

Agency Name New Hanover County Office of the District Attorney

Address 316 Princess Street Suite 543 Wilmington, NC

Telephone (910) 341-1427

Fax (910) 341-1498

Email samantha.dooies@nccourts.org



Business, Services, or Responsibilities of Agency

The Office of the District Attorney represents the Fifth Prosecutorial District, which encompasses New Hanover and Pender Counties. We are responsible for the prosecution of felony, misdemeanor, and traffic offenses within the District.

List Specific Opportunities or Experiences that will be Provided for the Intern

Interns are assigned to work with a Victim/Witness Legal Assistant in our office. The VWLA assists prosecutors with case preparation, witness coordination, and providing victims with resources. Interns help assemble the case files, reviewing reports from law enforcement and completing request for discovery forms. Interns also work with the disposed case files, preparing letters to send to victims and digitizing the file for storage. Interns may observe both District and Superior Courts, and may have occasion to assist during trials as needed.

In addition to their work in our office, interns participate in several field trips to other agencies and facilities that work with our office. Past field trips have included a mock polygraph with the Sheriff's Office, talks by the Gang Task Force, tours of the jail, Wilmington Police Department, SBI lab in Raleigh, and the Domestic Violence Shelter.

Interns have daily direct contact with the District Attorney's staff and there are usually several opportunities to attend community events and speaking engagements with the District Attorney.

List the Names of Agency Individuals Who May Serve as Internship Supervisors

Attach Credentials (current resume or corporate bio including education) for each individual listed.

- 1. District Attorney Ben David
2. Samantha Dooies, Assistant to the District Attorney

Signature, Dept. Chair [Signature]
Signature, Dean [Signature]
Approval Date 12/13/10 Expiration Date 12/13/2015 Not Approved

COM

UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

Agency Name PPD, Inc

Address 929 North Front St Wilmington, NC 28401

Telephone (910) 558-2348 Fax

Email samantha.herbert@ppdi.com

Business, Services, or Responsibilities of Agency

PPD Mission - Our mission is to help our clients and partners in maximizing returns on their R&D investments. PPD Vision - Our vision is to be the global leader in our industry based on consistent quality and execution, exceptional customer-aligned service and constant innovation.

List Specific Opportunities or Experiences that will be Provided for the Intern

Interns will develop specific learning objectives with their supervisor if chosen. Supervisor will mentor them through these learning goals.

In addition to her learning objectives within her department, interns are expected to review and understand PPD in its many business functions through our Corporate Learning Objectives and Curriculum. Our internship program has outlined different learning modules for each student to better understand different aspects of PPD. These modules include a review of PPD's Mission, Vision, and Values, PPD business overview, Drug Development Process, review summaries of different departments within PPD, terms and definitions in the field, as well as day in the life of a CRA.

List the Names of Agency Individuals Who May Serve as Internship Supervisors

Attach Credentials (current resume or corporate bio including education) for each individual listed.

- Samantha Herbert - Internship Assistant
Susan Thomas - Director of Strategic Proposal Development

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Signature, Dept. Chair [Signature]
Signature, Dean [Signature]
Approval Date 12/20/11 Expiration Date 12/20/2016 Not Approved

CCM

# UNIVERSITY OF NORTH CAROLINA WILMINGTON

## REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

**Agency Name** N2 Publishing

**Address** 3311 Merchant Ct  
Wilmington, NC 28405

**Telephone** (910) 202-0917

**Fax** (910) 202-1876

**Email** robb@n3pub.com christie@n2pub.com



### **Business, Services, or Responsibilities of Agency**

N2 Publishing is America's leading provider of specialty publications for Homeowner's Associations and City Councils. Since 2004 N2 has become the largest producer of neighborhood magazines in the country.

### **List Specific Opportunities or Experiences that will be Provided for the Intern**

Advertisement Creation/Layout  
Publication Layout  
Logo/Cover Design  
Photo Pre

### **List the Names of Agency Individuals Who May Serve as Internship Supervisors**

Attach Credentials (current resume or corporate bio including education) for each individual listed.

- ✓ Christie Joyce - Creative Director
- ✓ Robb Hotchkiss - Creative Director

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Signature, Dept. Chair			
Signature, Dean			
Approval Date	<u>4/13/10</u>	Expiration Date	<u>4/13/2015</u> Not Approved _____

Com

UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

Agency Name StarNews

Address 1003 S. 17th St. Wilmington NC 28401

Telephone (910) 343-2371

Fax

Email jeff.hidek@starnewsonline.com

Business, Services, or Responsibilities of Agency

StarNews Media is a multi-channel communications company that provides news, information, advertising and marketing services in print, on the Web and mobile devices and through event marketing. Our flagship products are the StarNews newspaper and Web site, StarNewsOnline.com. We are a member of the New York Times Regional Media Group, a division of The New York Times Company.

List Specific Opportunities or Experiences that will be Provided for the Intern

Newsroom interns participate in newsgathering, editing and reporting to support our news, features and/or sports teams. Internships are also available in photography, social media engagement and online development. Under the guidance of a supervising editor, the intern will have hands-on experience in planning, developing, and reporting stories and other items for our print and web platforms. No compensation is offered. Applicants must be able to receive academic credit for their internships.

Intensive summer internships offer plenty of opportunities for development and experience and require a commitment of approximately 25 to 40 hours a week. Weekly formal training sessions on a variety of newsgathering and communication topics are part of our summer internship program.

Fall and spring internships are designed to work around class schedules and require a commitment of at least 12 hours a week. This includes occasional formal training sessions on a variety of journalism topics.

List the Names of Agency Individuals Who May Serve as Internship Supervisors

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Jeff Hidek, Community Engagement Editor, oversees all interns, though individual interns may work closely different editors and supervisors depending on their assignments. Hidek's resume is attached.

Signature, Dept. Chair [Signature]

Signature, Dean [Signature]

Approval Date 11/29/10 Expiration Date 11/29/2015 Not Approved

UNIVERSITY OF NORTH CAROLINA WILMINGTON

Com

REQUEST FOR APPROVAL OF AGENCY  
FOR PLACEMENT OF INTERNS

Agency Name Life Stage Films

Address 3909 Wrightsville Ave, Suite 210  
Wilmington, NC 28403

Telephone (910) 632-9559

Fax

Email info@lifestagefilms.com

Business, Services, or Responsibilities of Agency

We are a video production company that focuses on wedding and events.  
www.lifestagefilms.com

List Specific Opportunities or Experiences that will be Provided for the Intern



Assist with and be mentored in:  
video editing,  
graphic design,  
authoring/mastering DVD creation/duplication,  
working with lenses and DSLR cameras,  
direct marketing  
social media with video  
blogging

List the Names of Agency Individuals Who May Serve as Internship Supervisors

Attach Credentials (current resume or corporate bio including education) for each individual listed.

- ✓ Kara Stellner - Studio Manager/Editor
- ✓ Matt Davis CP 1/12/12

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Signature, Dept. Chair	
Signature, Dean	
Approval Date	1/5/12
Expiration Date	1/5/2017
Not Approved	_____

COM

# UNIVERSITY OF NORTH CAROLINA WILMINGTON

## REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

**Agency Name** IMEC Video Production



**Address** 202 Brookwood Ave. Wilmington, NC 28403

**Telephone** (910) 622-6094

**Fax**

**Email** dan@imecus.com

### ***Business, Services, or Responsibilities of Agency***

We are a media production company specializing in the production of television commercials, web videos, and general PR support. IMEC is based in Wilmington, North Carolina, and works with small to medium sized businesses that are looking for exposure in the market place. IMEC also oversees the production and development of websites and e-commerce businesses.

### ***List Specific Opportunities or Experiences that will be Provided for the Intern***

- Concept development for television and web commercials.
- Script and web content writing
- Lighting techniques
- Setting up and breaking down production equipment.
- Camera Operation
- Budgeting, casting, and producing.
- Editing (post production training in After Effects)
- Liasing with various businesses and professionals in the media field.

### ***List the Names of Agency Individuals Who May Serve as Internship Supervisors***

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Dan Burke  
You are invited to view my profile on LinkedIn.com:  
<http://www.linkedin.com/in/imecvideo>

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Signature, Dept. Chair			
Signature, Dean			
Approval Date	<u>8/18/09</u>	Expiration Date	<u>8/18/2014</u> Not Approved _____

# UNIVERSITY OF NORTH CAROLINA WILMINGTON

Com

## REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

**Agency Name** Wilmington-Cape Fear Home Builders Association

**Address** 3801-5 Wrightsville Avenue, Wilmington, NC 28403  
P.O. Box 3101, Wilmington, NC 28406

**Telephone** (910) 799-2611

**Fax** (910) 799-2610

**Email** hannah@wilmhba.com

### ***Business, Services, or Responsibilities of Agency***

The Wilmington-Cape Fear Home Builders Association is a 1,100 member-firm trade association that provides services to its more than 9,500 individual members, which enhance their success and stability. The largest trade association in eastern North Carolina, the WCFHBA serves as the voice of the building and development industries that strives to advance professionalism and promote community involvement. HBA services: continuing education courses; trade specific councils (e.g. remodelers, green building, and sales and marketing); networking events; industry news via print and weekly e-blasts; events to showcase their products and/or services; and exclusive member benefits.

### ***List Specific Opportunities or Experiences that will be Provided for the Intern***

Assist Director of Marketing & Communications with: writing press releases and other publicity materials; contribute to the monthly print newsletter, The Tool Box, and weekly e-newsletters; assist with maintaining advertising and trade agreements; placing ads; oversee the printing of collateral materials; and coordinating continuing education courses.

Assist Director of Special Events & Programs with: coordination and execution of events: HomeEXPO; MAX! Awards; Parade of Homes; Golf & Fishing Tournaments; Commercial Showcase; and Neighborhood Market.

Assist Director of Member Services with: committee meetings and provide input for program development; develop a membership recruitment and/or retention campaign; and various daily administrative tasks.

### ***List the Names of Agency Individuals Who May Serve as Internship Supervisors***

Attach Credentials (current resume or corporate bio including education) for each individual listed.

✓ Hannah Lane, Director of Marketing and Communications

Signature, Dept. Chair



Signature, Dean



Approval Date

8/25/11

Expiration Date

8/25/2016

Not Approved

Com

# UNIVERSITY OF NORTH CAROLINA WILMINGTON

## REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

**Agency Name** Wilmington Downtown, Inc.(WDI)

**Address** Physical- 225 South Water Street, Suite K Wilmington, NC 28401  
Mailing - P.O. Box 2235 Wilmington, NC 28402

**Telephone** (910) 763-7349

**Fax** (910) 343-6950

**Email** john@wilmingtondowntown.com

### **Business, Services, or Responsibilities of Agency**

The implementation of WDI's mission is accomplished by managing and directing its resources to include planning, economic development and finance, and constituent services. All of WDI's diverse elements of Wilmington's Historic River Area in a unified approach toward achieving WDI's Standing Committees are established to address these areas through their statements of

WDI's thirty-seven member Board of Directors and four Standing Committees reflect a commitment to a wealth of volunteer resources in the form of time and talent that leverages the public commitment of its Members could not be assembled at any price, and is possible only because of contributions from throughout Southeastern North Carolina.

See updated description and information on next page.

### **List Specific Opportunities or Experiences that will be Provided for the Intern**

The intern is responsible, under the direction of the Executive Director and Operations Manager, will assist in the operation and organization of the office of WDI. The primary responsibilities include, but are not limited to:

- Assisting with the Downtown Sundown Concert Series and all other fund-raising events (press conferences, ribbon cutting ceremonies, open house events, etc.)
- Coordinating volunteers for the Downtown Ambassador Program (launches May 21, 2010)
- Assisting with web-site construction (adding new content)
- Writing press releases and sending out to local media outlets
- Developing monthly newsletter

Knowledge, Skills, and Abilities preferred:

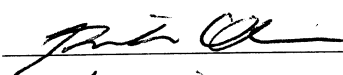
- Knowledge of Microsoft Word, Excel, Outlook, Adobe In Design
- Knowledge of AP Style
- Understanding of media relations
- Professional customer service


### **List the Names of Agency Individuals Who May Serve as Internship Supervisors**

Attach Credentials (current resume or corporate bio including education) for each individual listed.

✓ John Hinnant  
Executive Director, WDI

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Signature, Dept. Chair 

Signature, Dean 

Approval Date 4/13/10 Expiration Date 4/13/2015 Not Approved



### **Wilmington Downtown, Inc. (WDI) Intern Position Description**

**General Statement:** The WDI Intern is responsible, under the direction of the Executive Director and staff will assist in the operation and organization of the office of WDI. The primary responsibilities include, but are not limited to:

- Assist with upcoming events through planning & execution;
- Daily research on media articles (WDI & downtown involvement);
- Daily research on all downtown events for inclusion on WDI website;
- Website maintenance and updates;
- Develop WDI newsletter (twice a month);
- Write press releases and stories for placement in local news publications;
- Assist in volunteer coordination for Downtown Sundown Concert Series, Downtown Ambassador Program and other events;
- Other duties as assigned by Executive Director & Staff

Additional duties include assisting in the planning for all fundraising events and various other press conferences, ribbon cutting ceremonies, open house events, and other activities requested by the Executive Director and Executive Committee of WDI. This position requires courteous and efficient response to requests from the public as well as the members of the Board of Directors as needed to complete organizational related tasks.

**Job Environment:** Office setting; hours of operation are 9am to 5pm, Monday through Friday; attendance required at all *relevant* scheduled meetings; variable hours required during fundraising activity which may include weekend events; light lifting (not to exceed 15 pounds) may be required. The Intern will work under close supervision and review by the Executive Director and staff.

**Knowledge, Skills & Abilities:** Knowledge of, or ability to learn computer programs and databases including, but not limited to, Word, Excel, Outlook, Adobe In Design, Access; *knowledge of AP Style is a plus*; understanding of media relations and special assignments as required by the Executive Director. The candidate must be able to demonstrate professional customer service.

**Qualifications:** Experience & Education: Undergraduate student in marketing or communications (or communication studies). The candidate must demonstrate an interest in issues related to revitalization and economic development of downtown Wilmington. The Intern must be able to complete assignments and meet deadlines; with skills related to writing, editing and web development.

**Resumes should be submitted to:**

Ashley Hanners, Administrative Assistant  
Wilmington Downtown, Inc.  
PO Box 2235  
Wilmington, NC 28402  
[Ashley@wilmingtondowntown.com](mailto:Ashley@wilmingtondowntown.com)

COM

# UNIVERSITY OF NORTH CAROLINA WILMINGTON

## REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

**Agency Name** Wilmington Hammerheads

**Address** 420 Raleigh St., Suite E  
Wilmington, NC 28412

**Telephone** (910) 777-2111

**Fax** (910) 777-2112

**Email** marketing@wilmingtonhammerheads.com; roxanne@wilmingtonhammerheads.com

### *Business, Services, or Responsibilities of Agency*

Established in 1996, the Wilmington Hammerheads are a professional soccer team in the United Soccer Leagues PRO who compete against teams up and down the east coast, as well as teams in Los Angeles and Antigua. The Hammerheads have reached the playoffs in 11 of their 15 seasons and captured the USL Second Division title in 2003. In the 2011 regular season the Hammerheads placed 2nd overall in the USL PRO. The Hammerheads' season runs April-August with 12-15 games. Home games are played at Legion Stadium and typically draw crowds of 4,000 people or more.

### *List Specific Opportunities or Experiences that will be Provided for the Intern*


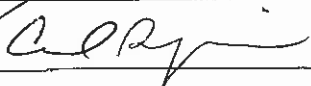
The internship positions available for 2012 include: Game Day Operations, Media Relations/Marketing, Front Office/Ticketing, Sponsorships, and Video/Digital Film. Interns' duties will vary depending on the position, however interns will be expected to be in attendance at all 2012 home games. Interns will receive hands on experience working in a fast paced, professional athletics atmosphere and will need to be motivated, dedicated and enthusiastic in order to gain the most out of this opportunity. Because the season runs through August, the Hammerheads would prefer interns to complete for credit internships both sessions (one in the spring and one in the summer), however, we are also willing to accept interns who are completing a for credit internship in the spring only and then, ideally, becoming a volunteer during the summer months.

### *List the Names of Agency Individuals Who May Serve as Internship Supervisors*

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Matt Sadler  
Scott Rezendes

✓  
✓

Signature, Dept. Chair	
Signature, Dean	
Approval Date	11/28/11
Expiration Date	11/28/2012
Not Approved	_____

com

UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

Agency Name Speech 4 Kidz, Inc

Address 5919 Oleander Dr. #119  
Wilmington, NC 28403

Telephone (910) 395-2995

Fax (910) 313-0951

Email amy@speech4kidz.com



Business, Services, or Responsibilities of Agency

Speech 4 Kidz, Inc provides speech/language and developmental therapy to the pediatric population in homes, day cares and office settings.

List Specific Opportunities or Experiences that will be Provided for the Intern

observation of children with different types of speech & language disorders

help create therapy materials (ie crafts, coloring sheets, etc)

simple administrative tasks: filing, copying, etc

List the Names of Agency Individuals Who May Serve as Internship Supervisors

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Amy Howard, MS, CCC-SLP

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Signature, Dept. Chair [Signature]

Signature, Dean [Signature]

Approval Date 11/19/09 Expiration Date 11/19/2014 Not Approved



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UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

Agency Name Carter & Carter, P.A.

Address 408 Market Street  
Wilmington, NC 28401

Telephone (910) 763-3626

Fax (866) 249-7856

Email oliver.carter@gmail.com

Business, Services, or Responsibilities of Agency

Carter & Carter, P.A. provides a variety of legal services for private citizens and corporations in the following areas:

- 1. Bankruptcy
- 2. Corporate Law
- 3. Litigation
- 4. Wills, Trusts & Estate Planning
- 5. Traffic & Criminal Issues
- 6. Real Estate

see next page

List Specific Opportunities or Experiences that will be Provided for the Intern

- 1. Observation of and participation with the Intern Supervisor in a variety of legal settings: client meetings, case preparation, civil and criminal court proceedings.
- 2. Training in various facets of a law practice i.e.: legal research, document preparation, client deposition, brief preparations, legal filings, etc.
- 3. Conduct legal research utilizing Westlaw, internet searches and client/case files.
- 4. Assistance with preparation of legal documents and client correspondence.
- 5. Filing documents with the Clerks of Civil and Criminal Court.

See next page

List the Names of Agency Individuals Who May Serve as Internship Supervisors

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Oliver Carter III

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Signature, Dept. Chair [Signature]

Signature, Dean [Signature]

Approval Date 11/17/09 Expiration Date 11/17/2014 Not Approved \_\_\_\_\_

**Business, Services, or Responsibilities of Agency:**

Carter & Carter, P.A. provides a variety of legal services for private citizens and corporations in the following areas:

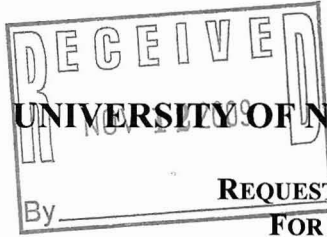
1. Bankruptcy
2. Corporate Law
3. Litigation
4. Wills, Trusts & Estate Planning
5. Traffic & Criminal Issues
6. Real Estate

**List Specific Opportunities or Experiences that will be provided for the Intern:**

1. Observation of and participation with the Intern Supervisor in a variety of legal settings: client meetings, case preparation, civil and criminal court proceedings.
2. Training in various facets of a law practice i.e.: legal research, document preparation, client deposition, brief preparations, legal filings, etc.
3. Conduct legal research utilizing Westlaw, internet searches and client/case files.
4. Assistance with preparation of legal documents and client correspondence.
5. Filing documents with the Clerks of Civil and Criminal Court.
6. Accessing and copying case files in the Court House vault.
7. General office responsibilities as needed.

**Individuals Serving as Internship Supervisors:**

Oliver Carter III



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UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

Agency Name Cape Fear Country Club

Address 1518 Country Club Road Wilmington, NC 28403

Telephone (910) 762-4751 Fax (910) 762-5278

Email abarrow@capefearcountryclub.net Srehrey@capefearcountryclub.net

Business, Services, or Responsibilities of Agency

Private country club responsible for providing services in golf, tennis, dining, and entertainment to it's members and their guests.

List Specific Opportunities or Experiences that will be Provided for the Intern

Interns will have responsibilities in planning, executing and billing all club hosted and private events from simple business meeting to elaborate wedding receptions, and everything in between. She will be responsible for seeing that all involved parties receive any and all necessary information required to make each event a success. Interns will learn to create itineraries, budget spreadsheets, floor diagrams, time lines, schedules, etc. Most importantly, interns will have the opportunity to exercise and apply their communication skills. All done under the supervision and approval of April Barrow. She will work side by side with her mentor and learn all the systems and operations associated with this organization for the Department of Event Management.

List the Names of Agency Individuals Who May Serve as Internship Supervisors

Attach Credentials (current resume or corporate bio including education) for each individual listed.

April Barrow; Event Coordinator (Mentor) Sarah Rehrey; Controller (Supervisor)

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Signature, Dept. Chair [Signature] Signature, Dean [Signature] Approval Date 11/17/09 Expiration Date 11/17/2014 Not Approved

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EDUCATION

The University of North Carolina at Chapel Hill  
Bachelor of Arts, School of Journalism and Mass Communication  
Graduated December 2007

EMPLOYMENT

see linkedin profile for current  
Reporter, Greater Wilmington Business Journal  
2007 to present

UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

**Agency Name** TayloeGray  
**Address** 105 North Second ST  
Wilmington, NC 28401  
**Telephone** 910-795-4831  
**Email** andrew@tayloegrays.com

**Fax**

**Business, Services, or Responsibilities of Agency**

TayloeGray works with clients to develop innovative solutions to marketing and technical challenges.  
Our areas of specialization include: Web and Print Design, Custom Programming and e-Commerce Applications, Business Planning and Research, Search Engine and Social Network Marketing, Media Buying, Public Relations and IT infrastructure Planning and Deployment.

**List Specific Opportunities or Experiences that will be Provided for the Intern**

The Intern will be responsible for developing and implementing Public Relation campaigns for our various clients. He/She will work directly with the TayloeGray team to develop marketing plans and to support our team of designers.

The projects will include: Working on PR campaign to support roll out of new compliance tools for eCommerce platforms, public launch of a high-traffic website/blog, and improvements to existing clients marketing plans.

**List the Names of Agency Individuals Who May Serve as Internship Supervisors**

Attach Credentials (current resume or corporate bio including education) for each individual listed.  
Andrew Gray, Resume Attached, or <http://www.linkedin.com/in/graymerica>

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Signature, Dept. Chair [Signature]  
Signature, Dean [Signature]  
Approval Date 12/16/09 Expiration Date 12/16/2014 Not Approved \_\_\_\_\_