

Wilkin Guge Marketing Internship Program Frequently Asked Questions

Q. Why does Wilkin Guge Marketing offer an internship program?

A. As the region's largest marketing firm, we believe we have a responsibility to offer internships to graduate and college-level students seeking to learn more about advertising, marketing, public relations or a related field.

Establishing a formal intern program is a win-win situation. By participating in internship opportunities, you extend your educational experience in communications by observing firsthand how a marketing agency operates. You also receive the opportunity to work on actual client projects, so you're able to strengthen your general communication skills and further develop your resume and portfolio.

Hosting interns allows Wilkin Guge Marketing to keep a pulse on rising regional talent. Work flow permitting, it is not unusual for us to hire former interns for coordinating and other entry-level positions as they become available.

Q. Am I qualified to be an intern?

A. Students enrolled in an accredited college or university's academic program are eligible to apply if they can receive academic credit for completing an internship at Wilkin Guge Marketing. You must provide proof of eligibility from your college or university prior to starting your internship. Additionally, each department has different skills requirements for interns.

Note: If you are an international student, you must also have a valid student visa permitting you to work in the United States, in addition to the requirements above.

Q. Why can't I be an intern without receiving academic credit?

A. Wilkin Guge Marketing pays a stipend to its interns. Consequently, we are prohibited from hiring interns unless they are able to obtain academic credit for their internships.

Q. Do you offer paid internships?

A. Interns are paid a stipend of \$250 per quarter or \$500 per semester.

Q. What departments are interested in finding an intern?

A. Creative, Account Service (Marketing), Public Relations, Research, Media and Interactive

Q. When should I apply for your internship program?

A. Wilkin Guge Marketing accepts interns according to their academic schedules. If your college or university is on the quarter system, your internship will coincide with the quarter you choose. If you are on the semester system, your internship will last one semester.

Note that some of our departments (such as public relations) interview and hire interns on a first come, first-served basis, so it is advantageous to plan ahead and apply as early as possible.

Quarter System:

<i>Internship</i>	<i>Schedule</i>	<i>General Application Deadline</i>
Winter Quarter	January-March	November 15
Spring Quarter	April-June	February 15
Summer Quarter	July-September	May 15
Fall Quarter	October-December	August 15

Semester System*:

<i>Internship</i>	<i>Schedule</i>	<i>General Application Deadline</i>
Fall Semester	August-December	June 15
Spring Semester	Jan-May or Feb-Jun	November 15

*Note: Wilkin Guge does not offer semester internships

Q. What will be required of me as an intern for Wilkin Guge Marketing?

A. You'll be required to file, make copies and run to Starbucks. We're kidding! As a Wilkin Guge intern, you'll be working on client projects, so we require you to complete your hours during our normal business hours, Monday through Friday, 8:30 a.m. to 5:30 p.m.

In addition, all of your work must be completed while you are in the office.

You may set your own schedule upon your hire as an intern, however this must be worked out with, and agreed to, by your supervisor. A minimum of 10 hours per week is required with a consistent schedule from week to week. A quarter-long internship requires a total of 150 hours. A semester-long internship requires a total of 300 hours.

Additionally, each department has unique requirements which you should review, and all of our departments will require you to sign a confidentiality agreement before you begin your internship.

Q. How do I apply for an internship at Wilkin Guge Marketing?

A. Simply e-mail our internship coordinator at internships@wilkinguge.com. In your e-mail, please let us know which department interests you most and include a professional resume embedded in your e-mail.

Our internship coordinator will review your qualifications and forward your resume to the appropriate contact person at Wilkin Guge, who may then call you for an interview.

Good luck!