The Center for Hearing and Speech
Community Relations Department Internship Application

Date: ____________________________________________________________

Personal Information
Last Name: ___________________________ First Name: ___________________________ M.I. ______
Permanent Address: _________________________________________________________________
City: ___________________ State: ______ Zip: _______ Phone Number: ______________________
E-mail: ___________________________ Alternate Phone Number: _________________________
Have you previously been employed by CHS? (Circle one)       Yes       No
If yes, when were you employed by CHS and for what department?

College/University: ___________________________ Year/Class: ___________________________
Major/Concentration: ___________________________ Minor: _____________________________

Internship Information
Which internship are you applying for? (Circle one)       Community Relations       PR/Marketing

Which term(s): _____ Summer (May – Aug.) _____ Fall (Sept. – Dec.) _____ Spring (Jan.—April)

Will you seek academic credit for this internship? (Circle one)       Yes       No
If seeking academic credit, interns are responsible for obtaining and meeting their specific program requirements. The Center for Hearing and Speech will provide necessary documentation for course credit upon request.

Please provide contact information, if any, for your academic advisor/counselor.
Name: ___________________________ Phone Number: ___________________________

Will you be available for: _____ Less than 15hrs _____ 15-20hrs _____ More than 20hrs


Attachments
Please submit the following materials as part of your application package.
• Resume
• Cover Letter
• Unofficial Transcript
• Completed Application
• Short-answer Question: Why is an internship at The Center for Hearing and Speech important to you? On a separate sheet of paper, please answer the short-answer question.

Please Return completed application and attachments by September 1, 2011 via mail or e-mail to:
Ramsay McCoy, Public Relations and Marketing Coordinator
The Center for Hearing and Speech, 3636 W. Dallas Houston, TX 77019
rmccoy@centerhearingandspeech.org