

SCHOOL OF COMMUNICATION WEEKLY INTERNSHIP REPORT

It is the responsibility of each intern to provide a daily reporting of internship activities performed throughout the duration of his/her internship and to turn in this completed report no later than Wednesday at 11pm the following internship week. Failure to complete weekly internship reports correctly or deliver them on a consistent weekly basis will negatively impact the student's final internship grade. Forms should be placed in the appropriate Assignments folder in Brightspace.

Intern's Name: Natalie Feaser Weekly Report #: 11

DATE: (Example: Friday, July 17, 2015)	ACTIVITIES: (Describe in detail all activities performed)	½ HOUR BREAK* (see below)	TOTAL HOURS
11/7/23	Sent out a final details email to the Columbus office for their bowling event on Saturday, created and delivered prizes for the Halloween costume contest winners, mailed prizes to the winners from the other offices, rescheduled Marketing shadowing day for next Tuesday the 14th	Yes	5.5
11/9/23	Worked on filing and organizing the information for Adopt a Family, joined a meeting about upcoming Santa breakfast, worked on co-op postcard for Macey, learned filing and labeling process from Samantha and began to file the paperwork	Yes	5.5
11/10/23	Mailed out veteran's day cards to the veteran hospital, continued filing various paperwork for Samantha, worked on Christmas decorations, completed the co-op postcard for Macey to print, delivered final giveaway day gifts	Yes	6.5

* If you intern 8 or more hours a day, you must take at least a one ½ hour break. Confirm in this column that you took a ½ hour break while interning 8 or more hours that day by writing "Yes" in the column. Breaks do not count toward the total of your daily hours (so do not include them in your Total Hours column).

TOTAL HOURS COMPLETED THIS WEEK:	TOTAL CUMULATIVE HOURS COMPLETED:	TOTAL HOURS REMAINING:
17.5	167.5	0

Internship Supervisor's Signature:  Date: 11-14-2023