

The University of Akron
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 #: 12

DATE: <i>(Example: Friday, July 17, 2015)</i>	ACTIVITIES: <i>(Describe in detail all activities performed)</i>	½ HOUR BREAK* <i>(see below)</i>	TOTAL HOURS
11/14/23	Shadowed the marketing department, learned about Linked In advertisements, how to format social media posts, how to read the data from those posts, learned how to create and revise proposals, learned how the website functions and how to add content to it	Yes	5.5
11/16/23	Organized adopt a family information for each group to choose families to buy presents for, wrapped Santa breakfast gifts, decorated adopt a family Christmas tree with tree tags for employees to choose a child and buy either clothes or toys, set up snack bins for meeting in the HUB	Yes	5.5
11/17/23	Groups selected their families to buy gifts for, sent out adopt a family information and family details to each of the groups for the specific families they chose, worked on QR code graphics for Santa breakfast, took inventory on tables, tablecloths, and other supplies for Santa breakfast, set up snack bins for an IT event on Monday	Yes	7

* 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:
18	185.5	0

Internship Supervisor's Signature: Natalie R. Feaser Date: 11/21/23