

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 FeaserWeekly Report #: 13

DATE: (Example: Friday, July 17, 2015)	ACTIVITIES: (Describe in detail all activities performed)	½ HOUR BREAK* (see below)	TOTAL HOURS
11/21/23	Printed QR codes and put them in frames for Santa breakfast, completed check request form for catering for Santa breakfast, took inventory of and organized Christmas crafts, helped create snowflake decorations for Santa breakfast	Yes	5.5
11/23/23	Closed for the Holidays!	Yes	0
11/24/23	Closed for the Holidays!	Yes	0

* 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:
5.5	191	0

Internship Supervisor's Signature: Stacie SwannerDate: 11-28-2023