

## 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 #: 14

DATE: (Example: Friday, July 17, 2015)	ACTIVITIES: (Describe in detail all activities performed)	½ HOUR BREAK* (see below)	TOTAL HOURS
11/28/23	Filled out check request forms for catering and desserts for Santa breakfast, shopping on amazon for Christmas gift bags and decorations, create signs in Canva for Santa breakfast, start decorating upstairs for Santa breakfast	Yes	5.5
11/30/23	Sick day	n/a	0
12/1/23	Organized gifts for Santa Breakfast, organized candy for gingerbread houses, cleaned and decorated upstairs hub for Santa Breakfast tomorrow	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:
12.5	203.5	0

Internship Supervisor's Signature: Staci DummerDate: 12/5/2023