

# 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 #: 15

DATE: (Example: Friday, July 17, 2015)	ACTIVITIES: (Describe in detail all activities performed)	½ HOUR BREAK* (see below)	TOTAL HOURS
12/5/23	Counted and organized the Adopt a Family gifts for the families adopted by the leadership team, contacted the employees that still needed to bring in their gifts, HR Christmas party!	Yes	5.5
12/7/23	Hosted a wrapping party to wrap and label the Adopt a Family gifts and get a final count, mailed volunteer t-shirts to Garfield Heights office, gathered supplies to put together the appreciation bags for teachers at Firestone Elementary	Yes	5.5
12/8/23	Put Adopt a Family presents in boxes and delivered them to Summit County Children's Services, put together teacher appreciation bags for upcoming Firestone Elementary Santa visit, turned in my laptop and other equipment and said my goodbyes to everyone!	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	221.5	0

Internship Supervisor's Signature: Angela R. Swisher

Date: 12/8/23