

*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 #: 2

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
9/6/23	Employee Orientation, building tour, looked at upcoming events for the next 2 months, began learning event coordinating tasks, helped clean up catering from an event, helped clean up and put away supplies after an event	Yes	8
9/8/23	Learned the process for emailing employees and reminding employees about upcoming events, learned how to set up virtual room for employees from other branches to join event, helped set up, run, and clean up a Spelling Bee event, used Canva to work on posters for an upcoming event	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:
15	15	142.5

Internship Supervisor's Signature:  Date: 9.12.2023