

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 #: 4

| 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 |
|--|---|--|----------------|
| 9/19/23 | Reviewed upcoming events, reviewed contract for Columbus bowling outing, began investigating a venue for Indianapolis office bowling outing, helped investigate and order catering for luncheon in Atlanta office | Yes | 5.5 |
| 9/20/23 | Traveled to Columbus office for their food truck luncheon event, helped set up seating and coolers for event and spoke with food truck vendors, helped clean up event, tour of Columbus office and traveled home | Yes | 7.5 |
| 9/22/23 | Helped set up tables and signs for Akron's food truck luncheon event, helped clean up event, reviewed and signed contract for Columbus bowling outing, reviewed pricing for Indianapolis bowling outing, began working on a save the date for Indianapolis outing, delivered t-shirts to employees volunteering for upcoming marathon | Yes | 6 |
| | | | |
| | | | |

* 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: |
|----------------------------------|-----------------------------------|------------------------|
| 19 | 50.5 | 75.5 |

Internship Supervisor's Signature: *Natalie Feaser* Date: 9/26/2023