

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 #: 3

DATE: (Example: Friday, July 17, 2015)	ACTIVITIES: (Describe in detail all activities performed)	½ HOUR BREAK* (see below)	TOTAL HOURS
9/12/23	Review upcoming events, assigned coordinating an event for the Columbus office, began investing the venue, contacted the venue about packages and prices, helped clean up catering from a training event, began working in Canva on the save the date	Yes	5.5
9/14/23	Received contract from event sales manager, prepared information I learned and had a morning meeting with the Columbus liaisons about my findings, events review meeting for finalizing 2023 and pre-planning 2024, helped clean up catering from a training event, meeting with Cleveland office about employee appreciation luncheon	Yes	5.5
9/15/23	Finished working on the save the date for the Columbus event, learned how to send out a save the date to employees via email, worked in Canva on event poster, created an excel spreadsheet for holiday gift ideas and began researching	Yes	5.5

* 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:
16.5	31.5	126

Internship Supervisor's Signature: Stacie SwannerDate: 9.19.2023