

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 #: 5

DATE: (Example: Friday, July 17, 2015)	ACTIVITIES: (Describe in detail all activities performed)	½ HOUR BREAK* (see below)	TOTAL HOURS
9/26/23	Check email for updates on Columbus and Indy bowling, began ordering healthy snacks for each office for Wellness Week, traveled to Cleveland office to set up for employee appreciation luncheon, cleaned up lunch and toured the Cleveland office	Yes	5.5
9/28/23	Finish ordering healthy snack for wellness week and printed the invoices, created a save the date in Canva and a survey monkey, sent out the registration for the Indy office and Columbus office bowling event, sent out flyers to both offices so they can print them and advertise in the office.	Yes	5.5
9/29/23	Delivered shirts to employees participating in the marathon, put together a cart of snacks for employees working on a Done in a Day volunteer project, set up pink drinks and cookies for employees returning from our office's Komen walk for Breast Cancer, made reservations for Kentucky office employee luncheon, created a save the date and graphic to send out to the Kentucky office employees for their upcoming luncheon	Yes	6.5

* 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:
17.5	68	7.5

Internship Supervisor's Signature: Stacie SwannerDate: 10.3.2023