

## 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 #: 6

| DATE:<br>(Example: Friday,<br>July 17, 2015) | ACTIVITIES:<br>(Describe in detail all activities performed)   | ½ HOUR<br>BREAK*<br>(see below) | TOTAL<br>HOURS |
|--|--|---------------------------------|----------------|
| 10/3/23                                      | Made ticket packets for Maize valley event coming up. Delivered extra tickets to employees with additional guests, made arrangements for employees out of office to receive their tickets, set up healthy snack baskets for wellness week  | Yes                             | 5.5            |
| 10/5/23                                      | Put out healthy snack baskets for employees, periodically checked on the snacks and refilled them throughout the day, created a new graphic in Canva and sent it out with a reminder to the Indy office that we are halfway through registration for the bowling night, created a graphic and sent out an office wide email for the upcoming blood drive | 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: |
|----------------------------------|-----------------------------------|------------------------|
| 11                               | 79                                | 78.5                   |

Internship Supervisor's Signature: Stacie SumnerDate: 10/10/23