

## 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 #: 8

| 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 |
|--|--|---------------------------------|----------------|
| 10/17/23                                     | Made sure everything was set up for the Stuff the Bus event, Met with the representatives of United Way and brought them up to the event, Greeted volunteers and explained the event, gathered the group for a photo, and cleaned up event, Assigned a new project of creating a SharePoint for community engagement volunteers and Done in a Day projects | Yes                             | 5.5            |
| 10/19/23                                     | Began researching SharePoint and experimenting with different elements, Met with the leaders of community engagement and got ideas and opinions on what content should be on the website, Helped bring in and set up catering for EI training  | Yes                             | 5.5            |
| 10/20/23                                     | Continued to work on SharePoint, Worked in Canva to create graphics and a slide show for an upcoming surprise event, Worked on an excel document compiling the names of principals of schools in Ohio to send out information about our A Kid Again Foundation, Helped with organizing this month's a credit card statement                                | 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: |
|----------------------------------|-----------------------------------|------------------------|
| 18                               | 114                               | 43.5                   |

Internship Supervisor's Signature: \_\_\_\_\_


Date: 10-24-2023