

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 #: 9

DATE: (Example: Friday, July 17, 2015)	ACTIVITIES: (Describe in detail all activities performed)	½ HOUR BREAK* (see below)	TOTAL HOURS
10/24/23	Worked on the Community Engagement Sharepoint, created documents to live on the site to help champions planning a Done in a Day project, worked on the slideshow presentation for the upcoming secret event, joined the marketing teams social media meeting and planned to shadow someone from marketing on November 7th	Yes	5.5
10/26/23	Had felt pumpkins around the office on all floors for employees to look for and bring to pizza Friday to get a prize, joined an update meeting for the Community Engagement SharePoint I am working on	Yes	5.5
10/27/23	I walked around with Stacie to the different floors to take pictures of employees dressed up for the costume contest, helped set up for pizza Friday and ensure that the pizzas were labeled and cut properly, helped serve the pizza, helped clean up the tables and food, helped prepare for secret event on Tuesday	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	132	25.5

Internship Supervisor's Signature: Stacie Swarner

Date: 10/31/2023