

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 Program and to turn in this completed report no later than Wednesday of 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 can be dropped off to Kolbe Hall (Room 108), faxed to the School of Communication at 330.972-8045, or emailed to the Internship Coordinator using the Dropbox function in Springboard.

Intern's Name: _____ Intern #: _____ Weekly Report #: _____

| DATE: <i>(Example: Friday, March 6, 2010)</i> | ACTIVITIES: <i>(Describe in detail all activities performed)</i> | ½ HOUR BREAK* <i>(see below)</i> | TOTAL HOURS |
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* 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: |
|---|--|-------------------------------|
| | | |

Internship Supervisor's Signature: _____ Date: _____