

**Oakland University**  
**Journalism 4950 Internship Hours Form**

Directions: The student fills out the dates, hours, and duties performed. The on-site supervisor, with the permission of the company and following all policies required by the company, will review and sign this form to verify the hours worked in the office under the direction of a supervisor. **The student must complete a minimum of 150 hours over roughly 14 weeks.** The student must turn in a copy of this form in the portfolio to receive credit for the internship. Any fraudulent misrepresentation of hours will result in an F grade for the course.

Week Ending	Hours Worked	Duties Performed	Supervisor Signature
5/9/2020	25	Update contact lists of Oakland County Bar Association Members, list Wedding Vendor representatives, Create address labels for the Top Dentists 2020	<i>Daniel M. Galtkoste</i>
5/16/2020	20	Continued working on the Oakland County Bar Association Members list, finished address labels for the Top Dentists 2020, began updating the Crains Audit spreadsheet	<i>Daniel M. Galtkoste</i>
5/23/2020	14	Continued and finished the Crains Audit spreadsheet and continued to work on the Oakland County Bar Association Members list.	<i>Daniel M. Galtkoste</i>
5/30/2020	20	Began and finished Rep look up for the Detroit 500 list and began Grand Rapids college and university list of prospects.	<i>Daniel M. Galtkoste</i>
6/6/2020	20	Finished Grand Rapids college and university list. Worked on Faces of Detroit "titles" spreadsheet. Started double checking the Top Dentists final PDF.	<i>Daniel M. Galtkoste</i>
6/13/2020	17	Updated "Faces" titles on google spreadsheet, Revised PDF file of the Top Dentists 2020, Made calls to customers who missed the ad material deadline for the Detroit Weddings section.	<i>Daniel M. Galtkoste</i>
6/20/2020	20	Attended sales rep meeting and staff meetings, helped sales rep with digital work for client profile, trained for digital sales (powerpoints/quizzes)	<i>Daniel M. Galtkoste</i>
6/27/2020	20	Researched prospect information for Faces (weddings) spreadsheet. Completed 100 of 235	<i>Daniel M. Galtkoste</i>

<b>Week Ending</b>	<b>Hours Worked</b>	<b>Duties Performed</b>	<b>Supervisor Signature</b>
7/4/2020	14	Watched and took notes on the Digital Sales Training Zoom calls, proofed Real Estate All-Star section for Grand Rapids Magazine	<i>Daniel M. Farkost</i>
7/11/2020	20	Finished Digital Sales Training, began target list (25), began cold calls.	<i>Daniel M. Farkost</i>
7/18/2020	18	50 cold calls each day to various businesses around Michigan, Friday made 30 cold calls	<i>Daniel M. Farkost</i>
7/25/2020	20	Made 33 calls Wednesday, 48 calls Thursday and began sales rep look up and "last 12 months" for SEEN Magazine monthly audit.	<i>Daniel M. Farkost</i>
8/1/2020	20	Finished SEEN Magazine monthly audit, created mailing labels for Top Doctors 2020, Packed Faces of Detroit Magazines and packets for Faces clients, made necessary client delivery's for account executives and supervisor.	<i>Daniel M. Farkost</i>
8/8/2020	17	Delivered Faces packages to clients, Picked up 120 magazines from warehouse, Delivered magazines to client, completed 600+ sales rep look ups for Top Docs 2020	<i>Daniel M. Farkost</i>
8/15/2020	20	Made digital sales calls, delivered Faces packages & picked up plaques, created mailing labels for the Top Lawyers 2020	<i>Daniel M. Farkost</i>
8/22/2020	20	Delivered plaques to shop in Ferndale, Sales rep look up on SEEN Audit and Great Lakes Audit, Deliver plaques to Faces clients	<i>Daniel M. Farkost</i>