

week/dates	task/project	word #	hours	notes/reflection
week 2 : 8/31-9/6	food for thought (355), free write (86), read the latest issue of the magazine (1 hr), read through canvas and the advice for future interns (1hr)	440	7	This week I got settled into the internship and got more of a feel for weekly routines. I learned more about my workflow, and have a sense of how long it takes me to read the food for thoughts. I also signed into Submittable and explored the page to try and develop a general understanding. I met with my various teams and shared contact info.
week 3 : 9/7-9/13	set up my work log (1hr), food for thought (396), looked up flyer ideas for the fundraiser (2 hrs), free write (132), attended the SER general body meeting (1hr)	528	8	Still getting into the swing of things this week. We got to attend the general meeting for SER where we got to meet all of the mastheads of the magazine, including my nonfiction section. We started to get into the beginning stages of the fundraiser planning which started simply with possible themes.
week 4 : 9/14-9/20	met with the Tik Tok team for the first time to set up a weekly meeting and posting schedule (3 hrs), food for thought (410), free write (120)	530	9	I met with the Tik Tok team this week, which was extremely helpful. We compiled a thorough list of ideas for content and planned out our posting schedule for each month. I am super excited to work with Reagan and Emmy, I think we will work extremely well together and create some engaging and entertaining content!
week 5 : 9/21-9/27	food for thought (564), free write of (133), reading nonfiction submittable (1 hr), met with Tik Tok team and created content (3 hrs), researched contact info and sent off emails for the silent auction (2 hrs)	697	12	The Tik Tok team met and actually started to film content directly in the Williams building, which was very fun to do and I am excited to see how the posts perform on the page. Additionally, I started reaching out to businesses asking for donations. I would make sure to see if they had donated in the past and made sure to format the email to acknowledge and thank them for their previous donations.
week 6 : 9/28-10/4	sent out emails (1 hr) (180 words per email), weekly tik tok team meeting (3 hrs), hung up posters (1 hr), spent time working on my work log (3 hrs), read the food for thoughts (2 hrs)	1080	13	This was my favorite class by far as we got to meet at Midtown Reader. It was super interesting to hear about all the processes that go into running an independent bookstore, specifically how the books get purchased from big publishers. The workload definitely started to pick up this week, but I am handling it well.
week 7 : 10/5-10/11	food for thought (219), sent out follow up emails (1 hr) (roughly 50 words per email), reading nonfiction submittable (1 hr), weekly tik tok team meeting (3 hrs)	719	11	I am starting to get frustrated and slightly worried about the silent auction donations. Businesses are simply not responding to my emails. I have also fully realized and accepted that I will only have four nonfiction submittable pieces to read, so I am really spacing them out week to week to give me something to look forward to.
week 8 : 10/12-10/18	worked on the trivia presentation (3 hrs) (230 words), hung up more posters (1 hr), reading nonfiction submittable (1 hr), food for thought (553), free write (154)	937	14	I feel like I am now very locked into the planning portion of the fundraiser. I created the trivia presentation which involved a decent amount of research finding questions that were the right level of difficulty to create healthy competition. I also wanted the theme to be obvious in the design, which I feel like I accomplished.
week 9 : 10/19-10/25	went to market Wednesday (3 hrs), worked on event planning (2 hrs) (122 words), sent out emails/messages (1 hr), reading last nonfiction submittable (1 hr), met with the tik tok team (3 hrs), food for thought (532), free write (114)	768	16	When meeting with the Tik Tok team, we focused primarily on content to promote the fundraiser coming up. This included what we were going to film during the event, which is where we came up with the brilliant idea to dress up as the Sanderson Sisters. I also went to Market Wednesday and had really good conversations with three students, one of them was a student who was interested in becoming an intern.
week 10 : 10/26-11/1	final event planning: finish trivia (187 words), design and print visuals, and bid sheets (8 hrs), silent auction office planning (2 hrs), set up and event (4 hrs), tik tok filming (2 hrs), free write (125)	312	19	The fundraiser was this week and it was a huge success! There was a lot of final work I needed to complete before the event, this included creating trivia sheets to hand out for people to write their answers on. The day of, I went to the SER office to help primarily with the auction table item set up and recording what we collected.
week 11 : 11/2-11/8	food for thought (520), writing thank you notes (1hr), polishing up my resume for inclass workshop (200 words) (2 hrs), weekly Tik Tok team meeting (3 hrs), free write (130)	850	12	After the past couple of weeks being super hectic, this week was a nice break. We went over the fundraiser and how we felt it went, with both our accomplishments and areas we could have improved upon. I also appreciated the resume workshop we had in class, this made me much more confident in my resume (as I made changes afterwards).
week 12 : 11/9-11/15	food for thought (520), looking up and contacting MFA programs (4 hrs), weekly Tik Tok meeting (3 hrs)	520	13	Looking up all of the contact information for the MFA and English programs throughout the country was one of the most grueling experiences of this internship by far. While it was not super difficult, it was mind-numbing and tedious.
week 13 : 11/16-11/22	food for thought (274), looking up and contacting MFA programs and buddy journals (4 hrs), weekly Tik Tok meeting (3 hrs)	500	13	The Tik Tok team came up with content specifically regarding the upcoming writing contest which I hope will do well. I also started to work on my final portfolio, specifically navigating my current website portfolio I made for a previous class.
standard week	3 hours - readings and writing food for thought, 3 hours - tik tok team meetup, 1 hour for submittable, 3 hours for class (10 total hours)			
Totals		7881	147	
<i>Required Totals</i>		<i>6000</i>	<i>144</i>	