

## Marketing Internship Weekly Assignments *(subject to change)*

Week	Date	Assignment	Work Hours	
1	Aug 28	Notebooks: Forms, Weekly Report (WR) ASSNG #1: Study of My Job DUE 9/18	½ credit	1 credit
2	Sept. 4	WR / Excel Spreadsheet – Payroll Record (PR) ASSNG #1: Study of My Job DUE 9/18	15	25
3	Sept. 11	WR / PR	30	50
4	Sept. 18	WR / PR <b>ASSNG #1: Study of My Job DUE</b> ASSNG #2: Communicating DUE 10/2	45	75
5	Sept. 25	WR / PR / <b>Payroll Record Check</b>	60	100
6	Oct. 2	WR / PR <b>ASSNG #2: Communicating DUE</b> ASSNG #3: Scheduling DUE 10/16	75	125
7	Oct. 9	WR / PR ASSNG #3: Scheduling DUE 10/16	90	150
8	Oct. 16	WR / PR <b>ASSNG #3: Scheduling DUE</b> ASSNG #4: Networking DUE 11/6	105	175
9	Oct. 23	WR / PR	120	200
10	Oct. 30	WR / PR / <b>Payroll Record Check</b>	135	225
11	Nov. 6	WR / PR <b>ASSNG #4: Networking DUE</b> ASSNG #5: Interview DUE 12/4	150	250
12	Nov. 13	WR / PR ASSNG #5: Interview DUE 12/4	165	275
13	Nov. 20	WR / PR / Thanksgiving Activity	180	300
14	Nov. 27	WR / PR	195	325
15	Dec. 4	WR / PR <b>ASSNG #5: Interview DUE</b>	210	350
16	Dec. 11	Semester Conference	225	375
17	Dec. 18	Semester Final	<b>240</b>	<b>400</b>