

ARP 760 - LEADERSHIP INTERNSHIP										
Internship Activity & Hour Tracking Log										
Student: Kyle Hamlin						Supervisor: Michele Mignogna -- Assistant Director, Center for Student Organizations & Activities				
Semester: Fall 2021						Area/Dept: Center for Student Organizations & Activities -- Student Life & Leadership				
Course Instructor: Dr. Cynthia Davalos						Campus Site: San Diego State University				
Semester Week	Month/Dates	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Total	Activities/Training Experienced
0	8/15/21	0	0	0	0	0	0	0	0	X
1	8/22/21	0	0	0	0	0	0	0	0	X
2	8/29/21	0	0	0	3.5	0	4.5	0	8	Presence Intro, SDSU GO! Intro and start, Networking, Drive Access, Semester Planning
3	9/5/21	0	0	0	2.5	0	8	2.5	13	Event Prep, Event staffing, Marketing, Preparing documents for events,
4	9/12/21	0	0	1	4.5	0	6	0	11.5	Learn Presence, Adding events to Presence, Marketing Materials, Contracting tracking
5	9/19/21	0	0	0	5	0	5.5	0	10.5	Programming updates, Contracting, Social media updates, Presence revisions
6	9/26/21	0	0	1	4	0	5	0	10	Programming updates, Contracting, Social media updates, Presence revisions, event quoting
7	10/3/21	0	0	1	3	0	5.5	0	9.5	Presence planning, quoting for events, contracting, Marketing events,
8	10/10/21	0	0	0	5	0	4	0	9	Presence, GO!, Aztec Nights
9	10/17/21	0	0	1	6	0	7.5	0	14.5	Presence, GO!, Aztec Nights
10	10/24/21	0	1	1	4	0	3	0	9	Presence, GO!, Aztec Nights
11	10/31/21	4	0	1	5	0	10	0	20	Professional Development, Presence, Event Prep, Event Execution
12	11/7/21	0	0	0	4	0	5	2	11	Event information for contracting
13	11/14/21	0	0	2	3	0	2	0	7	Presence work
14	11/21/21	0	1	0	0	0	0	0	1	Presence work
15	11/28/21	0	0	1.5	3	0	2	0	6.5	Prep for Transition and Midnight Study Break
16	12/5/21	0	0	1	3	5			9	Prep for Transition and Midnight Study Break
17	FINALS								0	
							Total Hours	149.5		
							Required Hours	135		
							Remaining Hours	-14.5		
Resources		Assigned Tasks/Responsibilities				Other Notes		Kyle's Desired Training/Experiences		
		sdsu.presence.io						Ability to work with college student leaders to implement educational, cultural, and social programs		
		Presence Experiences						Demonstrated experience with successful event planning and organization of special events		
		SDSU GO!						Demonstrated experience in marketing and communications through social media, newsletters, and print publications		
		Aztec Nights						Skill in analyzing engagement and reach and implementing strategic actions for improvement of communications		
		Student Councils						Assist with processing financial requests for all department units		
		Event contracting						Fiscal management oversight (Responsible for P-card and administration as well as creating Purchase Orders)		
		Student Organization Event assistance						Experience working with student organizations, systems, schools, or universities		
								Ability to establish effective working collaborations between individuals and groups representing different cultures, interest groups and/or departments		
								Experience developing and managing budgets		
								Experience in program development of student organizations and activities, fraternity and sorority life, leadership programs, cross-cultural center, and student academic success centers		
								Coordinate logistics for activities, meetings, and events		
								Manage, develop, and maintain the student engagement software platform (currently Presence)		