

INTERNSHIP WORKSHOP ATTENDANCE LOG

COMMUNICATION DEPARTMENT, BUFFALO STATE COLLEGE

www.buffalostate.edu/communication

Date _____

Student intern _____

As part of your final internship grade this semester, you are required to participate in several career workshops sponsored by the college's Career Development Center (GC-306). You may attend these at your convenience according to the CDC schedule.

You must have a signature from a CDC workshop leader or staff person for each of the following workshops. This attendance log is due on the last class day of the semester to allow time for CDC verification of signatures.

Topic	Date	CDC Signature
Résumés	_____	_____
Cover letters	_____	_____
Interviewing	_____	_____

COM 488 Career Workshop Attendance Log

As part of your final internship grade this semester, you are required to participate in four career workshops sponsored by the college's Career Development Center (GC-306). You may attend these at your convenience according to the CDC schedule.

You must have a signature from a CDC workshop leader or staff person for each of the following workshops. This attendance log is due on the last class day of the semester to allow time for CDC verification of signatures.

Topic	Date	CDC Signature
Resumes	_____	_____

Cover letters

Interviewing
