

Internship Status Report

Intern: Bonita Stepaniak

Date: November 16, 2025

Reporting Period: November 3, 2025 – November 16, 2025

Total Hours Worked: 111 hours / Total Hours Worked This Period: 18 hours (9 for Week 11, 9 for Week 12)

Overview

This reporting period maintained a strong focus on internal communications and cross-campus collaboration, successfully completing 18 hours of work. My primary effort centered on optimizing the DCTC Bulletin system for efficiency, continuing Multi-Platform Content Creation for Student Life, and formally kicking off the new marketing strategy project with Career Development at Inver Hills/DCTC.

Key Projects & Accomplishments

E-Bulletin and Bulletin Management (DCTC & Efficiency)

- **Redesign for Efficiency:** I have been actively working on re-designing the DCTC Bulletin from a weekly to a dual-week (bi-weekly) format. This is a strategic effort to improve efficiency, streamline production, and save on paper consumption, reinforcing my skills in Template Design and Development.
- **Production Continuity:** I continued the consistent creation, editing, and deployment of DCTC's e-ZBulletin and physical Bulletins, ensuring all content adheres to established Brand Consistency and Messaging.

Multi-Platform Content Creation & Campus Engagement

- **Student Life Support:** I provided ongoing graphic design support by creating flyers and promotional materials for Student Life and other Student Clubs. This involves adapting visual content for both print and digital channels, contributing directly to Campus Engagement Promotion.

Inter-Campus Collaboration and Strategic Planning

- **Inver Hills Bulletin Support:** I continue to work with the Inver Hills team, aiding in the effort to gather and format their bulletin information, ensuring their communication needs are met and building proficiency in Content Adaptation.
- **Career Development Marketing Launch:** I began a new strategic project with Beka Pitassi, the Inver Hills/DCTC Assistant Director of Career Development. This collaboration involves creating marketing materials and a content plan to effectively advertise Student Careers and resources across both campuses. This is a direct application of project planning and multi-platform content strategy.

Summary of Competency Development

This period demonstrated a deepening focus on strategic optimization and cross-functional integration:

- **Template Design and Development:** Applied by actively re-designing the Bulletin for a bi-weekly schedule, focusing on resource efficiency and improved communication structure.
- **Content Adaptation & Collaboration:** Reinforced through continuous support for Inver Hills' communication gathering and the launch of the joint Career Development marketing effort.
- **Multi-Platform Content Creation:** Demonstrated by the consistent delivery of high-quality flyers and promotional materials for various Student Clubs and Student Life initiatives.

I look forward to finalizing the bi-weekly bulletin redesign and continuing the strategic content planning with Career Development in the next reporting period.

Bonita Stepaniak

DCTC's Communications Coordinator Intern