

Internship Status Report

Intern: Bonita Stepaniak

Date: November 30, 2025

Reporting Period: November 17, 2025 – November 30, 2025

Total Hours Worked: 143 hours / Total Hours Worked This Period: 25 hours (Wk 13: 9hrs, Wk 14: 16hrs)

Overview

This reporting period was heavily focused on Event Promotion and Coordination for a major end-of-semester initiative, completing 25 hours of work. I dedicated significant effort to designing and deploying a multi-channel promotional campaign for the DCTC and Inver Hills "Winter Unwind" event series. Crucially, I finalized the redesign of the e-Bulletin to a monthly format. Simultaneously, I continued the strategic content development project with Career Development. My work reinforced skills in Multi-Platform Content Creation and Template Design and Development.

Key Projects & Accomplishments

Internal Communications & Redesign Finalization

- **Redesign Finalized (Monthly Format):** I successfully completed and deployed the redesign of the DCTC e-Bulletin and physical Bulletin to a monthly publication cycle (upgraded from the previous bi-weekly goal). This optimization significantly reduces production time, saves resources, and finalizes the Template Design and Development project.
- **Slate Deployment:** I managed the content and deployment for the Slate email communications for three consecutive weeks (Weeks 13, 14, and 15), ensuring the new, consolidated e-Bulletin content was delivered promptly and accurately to the student body. This demonstrates Execution & Reliability in critical communication channels.

Inter-Campus Event Promotion: "Winter Unwind" Series

- **Multi-Platform Campaign Execution:** I successfully created and deployed all promotional materials for the joint DCTC and Inver Hills "Winter Unwind" event series. This required adapting the messaging and design for multiple channels.
- **Content Creation:** This project included:
 - Designing custom Flyers for physical display on both campuses.
 - Creating visually engaging TV Slides for digital signage screens.
 - Developing Facebook social media posts (graphics and accompanying text) to drive engagement and awareness among students.

- **Competency Highlight:** This work provided hands-on experience in Event Promotion and Coordination and ensures consistent Campus Engagement Promotion during a critical period of the academic year.

Strategic Planning: Career Services Marketing

- **Content Calendar Development:** I continue to work with Beka Pitassi, Assistant Director of Career Development, to finalize the event content calendar. This calendar serves as a crucial strategic document to ensure the timely and effective promotion of all upcoming career services and events.
- **Promotional Material Design:** I have begun drafting and designing the main Career Services Flyer, focusing on a clear, professional design to effectively advertise resources available to students at both DCTC and Inver Hills. This directly applies my Multi-Platform Content Creation skills to a high-priority, ongoing resource.

Summary of Competency Development

This period showcased rapid execution of a major inter-campus promotional campaign alongside the successful completion of a significant resource optimization project:

- **Template Design and Development:** Successfully completed the redesign of the main campus bulletin into an efficient, monthly format, achieving a major efficiency goal.
- **Event Promotion and Coordination:** Demonstrated the ability to manage and deliver a comprehensive multi-platform campaign (print, digital sign, social media) for a large, multi-day event series.
- **Execution & Reliability:** Ensured timely and accurate delivery of core communications by deploying the new e-Bulletin format via Slate across three separate weeks.

I look forward to finalizing the Career Services Flyer and continuing to support core campus communications as the semester wraps up in the next reporting period.

Bonita Stepaniak

DCTC's Communications Coordinator Intern