

Tuition Assistance Benefit (TAB) Internship: Hours Worked Log
INTE 6930 – Fall 2019
Katie Holloman

The following table exhibits the number of hours logged working on the TAB resources outlined previously in this document:

Project	Activity	Date	Hours Logged
TAB Application Training Video	Scope of Work Meeting with Employee Learning & Development (ELD) + Weekly Meetings	October 2, 2018 – November 30, 2018	15 hours
TAB Application Training Video	Application screenshots using Captivate	November 8, 2018	3 hours
TAB Application Training Video	Writing Captivate Video Scripts	November 12, 2018 - November 28, 2018	17 hours
TAB Application Training Video	TAB Application Video Final Edits/Approvals	November 28, 2018 – November 30, 2018	3 hours
TAB Application Training Video	TAB Application Video final mp4 creation and addition to the TAB website	November 30, 2018	2 hours
TAB Application Training Video	Training Video communications internally with team and edits for Marketing materials	November 30, 2018 – December 7, 2018	4 hours
		Project Total Hours	44 hours
TAB Website Redesign	Scope of Work /Benefits Team Website Meetings	October 8, 2018 – November 28, 2018	11 hours
TAB Website Redesign	Website Edits: Layout, Accuracy, Spelling/Grammar	November 14, 2018 – November 21, 2018	9 hours

TAB Internship Hours Worked Log by Katie Holloman

		Project Total Hours	20 hours
TAB Taxation Webinar	Webinar Proposal & Outline/Meetings	January 10, 2019 – January 28, 2019	7 hours
TAB Taxation Webinar	PowerPoint Taxation Creation/Researching guideline accuracy	February 1, 2019 – February 11, 2019	9 hours
TAB Taxation Webinar	Reviewing PowerPoint with CU's legal team	February 13, 2019 – April 5, 2019	6 hours
TAB Taxation Webinar	PowerPoint Edits for Payroll Captivate Edits	April 8, 2019	2 hours
TAB Taxation Webinar	Webinar Recording Practice	April 9, 2019 – April 16, 2019	6 hours
TAB Taxation Webinar	Webinar Live Recording	April 17, 2019	2 hours
TAB Taxation Webinar	Webinar communications internally to team and Marketing materials edits	April 18, 2019 – April 24, 2019	3 hours
		Project Total Hours	35 hours
		Total Project Hours for Three Projects	99 hours