

EDUCATION GUIDELINES STUDENT INTERNSHIP SKILLS LIST PROVO SCHOOL DISTRICT

This list is designed to help you obtain considerable information during your internship period. The column on the left will designate various procedures used in the internship you have been assigned. When you have observed a procedure, record the date and have your mentor or sponsor initial the block. There is a lot to see and learn. Be sure to ask your mentor to show you as much as he/she can.

Skills and Procedures	Date	Initial	Date	Initial	Date	Initial
1. Assist student with questions during class						
2. Help with bulletin boards & decorations.						
3. Work with students individually & in groups.						
4. Computer Work.						
5. Grade or Check Assignments.						
6. Assist with report cards.						
7. Assist with recess duty.						
8. Pick-up supplies.						
9. Help in computer lab.						
10. Read to/with the student(s).						
11. Support the teacher as concepts are being taught by walking around to make sure that students are following, etc.						
12. Prepare work.						
13. Teach a mini class.						
14. Assisting with Math Manipulatives Preparation.						
15. Help students with Math.						
16. Cut out materials.						