

**POLITICAL
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 square. There is a lot to see and learn. Be sure to ask your mentor to show you as much as she/he can.

| PROCEDURE OR SKILL | DATE | INITIAL | DATE | INITIAL | DATE | INITIAL |
|--|------|---------|------|---------|------|---------|
| 1. Learn candidates political positions. | | | | | | |
| 2. Answer telephone. | | | | | | |
| 3. Familiarize self with computer software. | | | | | | |
| 4. Learn terminology. | | | | | | |
| 5. Type letters. | | | | | | |
| 6. Merge letters. | | | | | | |
| 7. Type, print and apply labels. | | | | | | |
| 8. Clip rural newspaper political articles. | | | | | | |
| 9. Copy and distribute clippings. | | | | | | |
| 10. Learn file system. Utilize it. | | | | | | |
| 11. Gather addresses in district. | | | | | | |
| 12. Assist in special ad hoc projects. | | | | | | |
| 13. Open and date mail. | | | | | | |
| 14. Sell flags. | | | | | | |
| 15. Send out mail bags. | | | | | | |
| 16. Run errands. | | | | | | |
| 17. Keep pamphlet display shelf neat and filled. | | | | | | |
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