

Student Name: _____ Business: **B&C Electronics**

Transferable Job Skills: *A number of workplace skills are necessary in all career fields. These skills (listed below) should be observed and practiced at all student internship sites. Mentors will evaluate interns on transferable job skills each term.*

- Work Habits and Attitudes
- Technical Skills
- Thinking and Problem Solving Skills
- Communication Competencies
- Interpersonal Effectiveness
- Quality of Work Accomplished
- Dependability & Punctuality
- Appearance and Grooming

Specific Job Skills: *This list is designed to help you learn important skills during your internship period. The column on the left will designate various procedures used in your internship. Each time you observe or participate in a procedure, record the date.*

| PROCEDURE OR SKILL | DATE OBSERVED | DATE PARTICIPATED |
|--------------------------------------|---------------|-------------------|
| Peek out a satellite dish | | |
| Pull cable | | |
| Install DSS system | | |
| Mount DSS satellite | | |
| Install speakers | | |
| Install traps and power supply | | |
| Site survey | | |
| Antenna system | | |
| Install satellite receiver | | |
| Watch training | | |
| Install traps and power supply | | |
| Adjust, repair, and move TV stations | | |
| Work on an intercom system | | |
| | | |
| | | |

Supervisor Signature _____

Date _____