

**Davis School District**  
**School-To-Careers**  
**Work-Based Learning**

**STUDENT INTERNSHIP SKILLS LIST**  
**Job Title: Web Design**

Student Name: \_\_\_\_\_ Business: **Davis School District**

**Transferrable 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 transferrable 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
Add graphics to web page		
Browser compatibility		
Bugs fixes/checklist		
Check links to make sure they work		
Color codes		
Design a web page		
Frames		
Make a link		
Table codes		
Target bookmarks		
Train someone on internet		
Transfer files to web server		
Use site wide Search & Replace		
Use web page designing software		
Use file transfer protocol		
Write Javascript		
Write HTML code		
Use T.O.A.D. / Oracle Database		

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_