

Student Name: \_\_\_\_\_ Business: \_\_\_\_\_

**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
Assist students with questions during class		
Discipline techniques		
Explain a music concept		
Help prepare class performances		
Help with make-up tests		
Grade papers and tests		
Make copies		
Make a lesson plan		
Monitor an assembly/program		
Plan/prepare for a music project/performance		
Sing a song with the class		
Solve classroom disputes fairly		
Teach an educational game		
Teach part of a planned lesson		
Teach a lesson to the class		

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

Date \_\_\_\_\_

<b>PROCEDURE OR SKILL</b>	<b>DATE OBSERVED</b>	<b>DATE PARTICIPATED</b>
Use literature to reinforce a music concept		
Work with students in a group		
Work with students individually		