

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

STUDENT INTERNSHIP SKILLS LIST
Job Title: Special Education Teacher

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
Learn discipline techniques		
Help students read		
Make a bulletin board		
Work with students individually		
Work with students in a group		
Solve classroom disputes		
Read to students		
Monitor an assembly		
Help with adaptive P.E.		
Plan/Prepare an art project		
Observe testing		
Observe an I.E.P.		
Take down a bulletin board		
Computer skills		
Data taking skills		

Supervisor Signature _____

Date _____

PROCEDURE OR SKILL	DATE OBSERVED	DATE PARTICIPATED
Learn children's daily schedules		
Learn compromising skills		
Learn problem solving		
Communicate with other aides		
Follow given directions		