

Student Name: _____ Business: **KJZZ TV/Radio**

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
Be able to use internet /AP wire		
Be able to edit PKG's		
Be able to edit V/O's		
Be able to write copy		
Be able to write a story		
Complete a demo tape		
Field Work:		
1. Assist Photographer		
2. Conduct Interview		
3. Assist on a Game Night		
A. Delta Center		
B. Studio		
Log games/Field trips		
Produce or assist a live show		
Produce a sports show or segment		
Write scripts in telepromptor		
Work on voicing		

Supervisor Signature _____

Date _____

