

Student Name: \_\_\_\_\_ Business: **The Cover Look**

**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
Appointment scheduling		
Black and white filters		
Change backdrops		
Cut film		
File orders		
Hair styling		
Light meter		
Make up artistry		
Observe different lightning techniques		
Preform photo shoot		
Sells		
Set up lights for photo shoot		
Set up photo shoot		
Telephones		

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

Date \_\_\_\_\_

