| **Davis School District**<br>**School-To-Careers**<br>**Work-Based Learning** | **STUDENT INTERNSHIP SKILLS LIST**<br>**Job Title:** |
|---|---|

Student Name:_____Business:

**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 |
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Supervisor Signature _____ Date _____

| PROCEDURE OR SKILL | DATE OBSERVED | DATE PARTICIPATED |
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