

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
Answer questions about the Nature Center for the guests		
Check bath houses		
Clean cages		
Copy papers		
Enter database information on the computer		
Feed birds		
Help facilitate the Education Program		
Jr. Duck stamp prep		
Price inventory in the gift shop		
Pull mice		
Stock supplies for classes		
Trim trails		
Visitor service - front desk		
Volunteer management		
Walk grounds - Measure trails		

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

Date \_\_\_\_\_

