

Student Name: _____ Business: The Clipper

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
Attend planning meeting		
Edit someone else's story		
Learn design techniques		
Make copies on copy machine		
Prepare handouts for meeting		
Prepare story ideas folder		
Research on the internet		
Shadow a feature editor		
Shadow a police reporter		
Shadow a local news reporter		
Type in someone else's story		
Work on a layout		
Write a story:		
Decide on a story line		
Interview someone		
Write a story by deadline		
Proofread and edit story		

Supervisor Signature _____

Date _____