

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 \_\_\_\_\_