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| **\_\_\_\_\_\_\_\_\_School District**  **Work-Based Learning** | **STUDENT INTERNSHIP SKILLS GRID**  **T.V./Radio Sports** |

Student Intern Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Worksite: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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 •Interpersonal Effectiveness

•Technical Skills •Quality of Work Accomplished

•Thinking and Problem Solving Skills •Dependability and Punctuality

•Communication Competencies •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.

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| --- | --- | --- |
| **PROCEDURE OR SKILL** | **DATE**  **OBSERVED** | **DATE**  **PARTICIPATED** |
| Learn to use Internet/AP wire |  |  |
| Learn to edit PKGs |  |  |
| Learn to edit V/Os |  |  |
| Learn to write copy |  |  |
| Learn to write a story |  |  |
| Complete a demo tape |  |  |
| Field Work:  1. Assist photographer |  |  |
| 2. Conduct interview |  |  |
| 3. Assist on a game night  A. Energy Solutions Arena |  |  |
| B. Studio |  |  |
| Log games/field trips |  |  |
| Produce or assist a live show |  |  |
| Produce a sports show or segment |  |  |
| Write scripts in teleprompter |  |  |
| Work on voicing |  |  |
|  |  |  |
|  |  |  |

Worksite Mentor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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