Student Name:_____ Business: **Davis School District**

**Transferrable Job Skills:** *A number of workplace skills are necessary in* <u>*all*</u> *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 |
| --- | --- | --- |
| Add graphics to web page | | |
| Browser compatibility | | |
| Bugs fixes/checklist | | |
| Check links to make sure they work | | |
| Color codes | | |
| Design a web page | | |
| Frames | | |
| Make a link | | |
| Table codes | | |
| Target bookmarks | | |
| Train someone on internet | | |
| Transfer files to web server | | |
| Use site wide Search & Replace | | |
| Use web page designing software | | |
| Use file transfer protocol | | |
| Write Javascript | | |
| Write HTML code | | |
| Use T.O.A.D. / Oracle Database | | |
| | | |

Supervisor Signature _____ Date _____