

**Davis School District
School-To-Careers
Work-Based Learning**

**STUDENT INTERNSHIP SKILLS LIST
Color Pro Lab**

Student Name: _____ Business: _____

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
Learn color balancing		
Spott pictures		
Input into computer		
Do black and white custom		
Do color custom		
Learn VPP2		
Learn step 1 machine		
Learn how to answer phones		
Mount pictures		
Make copies of required paper work		
Learn INVU-old fashioned looking prints		
Sleeve negatives		
Learn more about the field		
Produce good quality work		
Maintain a good attitude		

Supervisor Signature _____

Date _____

PROCEDURE OR SKILL	DATE OBSERVED	DATE PARTICIPATED
Adobe Photoshop		
Adobe Illustrator		
Saved graphics on own file		
Merge photos on Photoshop		
Lamination		
Scanning		
Photo Touch-up		
Use a drum scanner		
Restoration		