**\_\_\_\_\_\_\_\_\_ SCHOOL DISTRICT WORK-BASED LEARNING**

**INTERNSHIP SKILLS GRID**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Intern Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Worksite:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mentor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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/problem solving skills
* Communication competencies
* Interpersonal effectiveness
* Quality of work accomplished
* Dependability and punctuality
* Appearance and grooming

List the skills directly related to what the student intern will be learning for this term and mark his/her level of learning. (M = Mastered; L = Learning; T = To be taught)

|  |  |  |  |
| --- | --- | --- | --- |
| Skills: | M | L | T |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
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| 9. |  |  |  |
| 10. |  |  |  |
| 11. |  |  |  |
| 12. |  |  |  |
| 13. |  |  |  |
| 14. |  |  |  |
| 15. |  |  |  |

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