EHS Internship Training

The EHS Internship Training Plan is a goal setting, time management and assessment tool designed to drive learning and productivity on the job.

Performance Assessment:
1 = Needs Improvement
2 = Needs Development
3 = Is Competent
4 = Is Proficient
5 = Is Advanced

Student's Name: _____ Teacher's Name: _____
Internship Site: _____ Start Date: _____
Supervisor's Name: _____ Contact #: _____
Anticipated hours and days at site: _____ Contact email: _____

1	**Section 1: Foundational/Transferable Skills** **Instructions:** The foundational skills are common to all jobs and should be viewed as the foundation to be a successful employee. Please review, discuss, and add where needed to best suit the expectations for the internship

WORK ETHIC AND PROFESSIONALISM

Skill	Midway Meeting	Final Meeting
Attendance & Punctuality Showing up in a timely manner and prepared for work. Providing sufficient notice if unable to report to internship.	Assessment: _____ Feedback:	Assessment: _____ Feedback:
Workplace Appearance Dressing appropriately for positions and duties Practicing personal hygiene appropriate for internship	Assessment: _____ Feedback:	Assessment: _____ Feedback:
Accepting Direction and Feedback Accepting direction and feedback with a positive attitude through appropriate verbal and non-verbal communication skills. Displaying willingness to work in a cooperative manner.	Assessment: _____ Feedback:	Assessment: _____ Feedback:
Motivation & Initiative Participating in a project. Initiating interaction with supervisor for next task or project. Being creative to possibly create a task to share with supervisor.	Assessment: _____ Feedback:	Assessment: _____ Feedback:
Understanding Workplace Culture, Policy & Safety Demonstrating understanding of workplace culture and policy. Complying with health and safety rules for the specific workplace. Respecting confidentiality and exhibiting understanding of workplace ethics.	Assessment: _____ Feedback:	Assessment: _____ Feedback:

COMMUNICATION SKILLS AND INTERPERSONAL SKILLS

Skill	Midway Meeting	Final Meeting
Speaking Speaking with a clear, articulate purpose. Using language appropriate to the environment, both in person, on the phone, email, text, etc. Asks questions when necessary.	Assessment: _____ Feedback:	Assessment: _____ Feedback:
Listening Listens attentively. Making and maintaining eye contact. Confirming understanding.	Assessment: _____ Feedback:	Assessment: _____ Feedback:
Interacting with co-workers Actively seeks opportunity to meet and learn about co-workers. Works productively with individuals and in teams. Respecting racial and cultural diversity.	Assessment: _____ Feedback:	Assessment: _____ Feedback:

2	**Section 2: Specific Workplace and Career Skills** **Instructions:** Choose at least 3 career skills that you will focus on during your internship experience.		**Section 2: Tasks and Performance Goals** **Instructions:** From the skills you have chosen to focus on, briefly describe the related job takes and steps you will take to achieve each skill.

Examples:

● **Occupation-Specific Skills** ● Engages in Decision Making ● Interacting with Customers or Clients ● Project Management ● Teaching and Instructing ● Understanding all aspects of an Industry	● Computer Technology ● Exploring technology ● Mathematics and Numerical Analysis ● Reading ● Time management ● Communicating and Organizing Information	● Critical Thinking ● Leadership ● Problem Solving ● Research and Analysis ● Writing ● Using Creativity

Specific Workplace and Career Skills	Tasks and Performance Goals	Midway Meeting	Final Meeting
Example: Interacting with Customers or Clients	Call in each patient from the waiting room to their designated physical therapy room. If a new patient, introduce myself; if I have met the patient before, ask how they are feeling, etc.	Assessment: _____ Feedback:	Assessment: _____ Feedback:
Skill #1		Assessment: _____ Feedback:	Assessment: _____ Feedback:
Skill #2		Assessment: _____ Feedback:	Assessment: _____ Feedback:
Skill #3		Assessment: _____ Feedback:	Assessment: _____ Feedback:
Skill #4 (Optional):		Assessment: _____ Feedback:	Assessment: _____ Feedback:

GOING ABOVE AND BEYOND

Question	Thoughts:
In what ways can you go above and beyond to make a difference while you are at this site? What specific projects or plan can you baring to the table that will benefit your site placement?	

Midway Meeting	Final Meeting
Hours completed: _____ Date: _____ Student Signature: _____ Supervisor Signature: _____ Teacher Signature: _____	Hours completed: _____ Date: _____ Student Signature: _____ Supervisor Signature: _____ Teacher Signature: _____

Other:

____ Did you ask for any business cards?

____ Did you properly thank all the people who assisted you during your internship?

____ Are there any materials that you would like to keep for future reference?