# 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.

<table>
<thead>
<tr>
<th>Student’s Name:</th>
<th>Teacher’s Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internship Site:</td>
<td>Start Date:</td>
</tr>
<tr>
<td>Supervisor’s Name:</td>
<td>Contact #:</td>
</tr>
<tr>
<td>Anticipated hours and days at site:</td>
<td>Contact email:</td>
</tr>
</tbody>
</table>

## 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

<table>
<thead>
<tr>
<th>Skill</th>
<th>Midway Meeting</th>
<th>Final Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Attendance &amp; Punctuality</strong>&lt;br&gt;Showing up in a timely manner and prepared for work. Providing sufficient notice if unable to report to internship.</td>
<td>Assessment: _____ Feedback:</td>
<td>Assessment: _____ Feedback:</td>
</tr>
<tr>
<td><strong>Workplace Appearance</strong>&lt;br&gt;Dressing appropriately for positions and duties Practicing personal hygiene appropriate for internship</td>
<td>Assessment: _____ Feedback:</td>
<td>Assessment: _____ Feedback:</td>
</tr>
<tr>
<td><strong>Accepting Direction and Feedback</strong>&lt;br&gt;Accepting direction and feedback with a positive attitude through appropriate verbal and non-verbal communication skills. Displaying willingness to work in a cooperative manner.</td>
<td>Assessment: _____ Feedback:</td>
<td>Assessment: _____ Feedback:</td>
</tr>
<tr>
<td><strong>Motivation &amp; Initiative</strong>&lt;br&gt;Participating in a project. Initiating interaction with supervisor for next task or project. Being creative to possibly create a task to share with supervisor.</td>
<td>Assessment: _____ Feedback:</td>
<td>Assessment: _____ Feedback:</td>
</tr>
<tr>
<td><strong>Understanding Workplace Culture, Policy &amp; Safety</strong>&lt;br&gt;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.</td>
<td>Assessment: _____ Feedback:</td>
<td>Assessment: _____ Feedback:</td>
</tr>
</tbody>
</table>

### COMMUNICATION SKILLS AND INTERPERSONAL SKILLS

<table>
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<tr>
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<th>Final Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Speaking</strong>&lt;br&gt;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.</td>
<td>Assessment: _____ Feedback:</td>
<td>Assessment: _____ Feedback:</td>
</tr>
<tr>
<td><strong>Listening</strong>&lt;br&gt;Listen's attentively. Making and maintaining eye contact. Confirming understanding.</td>
<td>Assessment: _____ Feedback:</td>
<td>Assessment: _____ Feedback:</td>
</tr>
<tr>
<td><strong>Interacting with co-workers</strong>&lt;br&gt;Actively seeks opportunity to meet and learn about co-workers. Works productively with individuals and in teams. Respecting racial and cultural diversity.</td>
<td>Assessment: _____ Feedback:</td>
<td>Assessment: _____ Feedback:</td>
</tr>
</tbody>
</table>

**Performance Assessment:**
1 = Needs Improvement  
2 = Needs Development  
3 = Is Competent  
4 = Is Proficient  
5 = Is Advanced
### Section 2: Specific Workplace and Career Skills

**Instructions:** Choose at least 3 career skills that you will focus on during your internship experience.

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

| Skill #1 | Assessment: _____ Feedback:  
| --- | --- |
| Skill #2 | Assessment: _____ Feedback:  
| Skill #3 | Assessment: _____ Feedback:  
| Skill #4 (Optional): | Assessment: _____ Feedback:  

### Tasks and Performance Goals

- 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.

### Midway Meeting

| Assessment: _____ Feedback:  
| Assessment: _____ Feedback:  
| Assessment: _____ Feedback:  
| Assessment: _____ Feedback:  

### Final Meeting

| Assessment: _____ Feedback:  
| Assessment: _____ Feedback:  
| Assessment: _____ Feedback:  
| Assessment: _____ Feedback:  

### GOING ABOVE AND BEYOND

**Question**

_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 bring to the table that will benefit your site placement?_

**Thoughts:**

### Midway Meeting

| Hours completed: ____________ Date: _____________  
| Student Signature: ______________________________  
| Supervisor Signature: ____________________________  
| Teacher Signature: ______________________________

### Final Meeting

| 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?