

Arizona State University - School of Public Affairs Internship Program Core Competency Descriptions and Learning Activities

RECOMMENDED SKILLS for Internship Program

The following standards delineate the professional skills for all students participating in an Arizona State University – School of Public Affairs Internship Program.

The skills are clustered into five skill types, shown as headings in the table below.

Under the statements column, please write in a minimum of 3 ways students will address the competencies.

Student Name:

Student ID#:

SKILL TYPE	DESCRIPTION	STATEMENTS (The “Example” Learning Activities provided here can be used or can be replaced with more relevant learning activities as determined by the supervisor and student.)
Ethics and Workplace Professionalism	<p>Student will demonstrate professional use of self as evidenced by professional attire, attendance/timeliness, and fair, equitable and respectful treatment of everyone in the workplace as it relates to legal standards and professional conduct.</p> <p>Student will demonstrate understanding workplace professionalism and its direct impact on productivity, efficiency and morale, as a foundation for conducting business to meet business objectives.</p> <p>Student will meet general expectations as defined by the Intern Employer/Facility and the intern supervisor.</p>	<p>1. Example: Student will arrive on time and will comply with department dress code as defined by intern supervisor.</p> <p>2.</p> <p>3.</p>
Communication Skills	<p>Students will demonstrate diversity, inclusion and cultural competence in their workplace communication, in their <u>written</u> work and in their <u>verbal</u> expression.</p> <p>Students will be able to identify and understand generational effects on communication practicing effective communication among generations.</p> <p>Students will develop skills in public speaking and the use of PowerPoint to make effective presentations, with hands-on, practical exercises in the preparation and presentation of speeches. Student will understand the communication principles behind effective and influential visual presentations.</p> <p>Written work will be completed in a timely manner and will remain free of typos or grammar errors. Verbal communication will demonstrate clarity and respect when speaking with peers, with supervisors, with county employees, and with other stakeholders.</p>	<p>1. Example: Student will complete XX report summarizing meetings and will submit report to supervisor within 24 hours of the event.</p> <p>2.</p> <p>3.</p> <p>4. Example: Students will practice organization and delivery of speech content, and creation of PowerPoint presentations in practical training session and any presentations to employees or peers.</p> <p>5.</p> <p>6. Example: Student will demonstrate appropriate use of electronic communication in the workplace and will comply with department standards as described by intern supervisor.</p> <p>7.</p>

<p>Content Knowledge</p>	<p>Students will demonstrate a general understanding of the government, its authority, and a knowledge of the employer's mission and service to the public, in the areas of _____, _____, and _____ (primary focus areas of the employer/organization work), through their work within and on behalf of their assigned department and project activities, as well as scheduled involvement with other departments.</p> <p>Students will learn about departments outside of their particular placement and will come to understand the varied responsibilities of each department. Students will come to understand the interdependence of these departments and be able to describe how best to support coordination of these efforts.</p> <p>Students will demonstrate appropriate skill level in the various content area(s) in which they are placed. In this section, please include skills that are specific to the particular area of internship placement. Students should have a <u>minimum of 5 learning activities</u> for this section. Project supervisors should work with student to identify and develop specific skills or skill sets and competency levels pursuant to the project scope and outcomes.</p>	<ol style="list-style-type: none"> 1. Example: Students will meet at least 1x month with other interns to learn more about other departments. Reflections about these meetings will be recorded in the intern journal and reported through class assignments, as determined by instructor. 2. 3. Example: Student will collect all information needed to compile a budget for the ABC community project that is starting later this year. A summary of the information collected is due XX/OX/2015. A written report describing the budget is due to supervisor for feedback on OX/XX/2015 4. 5. 6. 7. 8.
<p>Learning</p>	<p>Students will demonstrate a commitment to the learning process. This will be illustrated in their attendance and active participation at any orientation or training provided, and in the openness to give and take constructive verbal and nonverbal feedback for improving performance from their supervisors and to/from other employees.</p> <p>Student will be able to define the importance of diversity and inclusion, affirmative action, and cultural competence, in the workplace and explain the leader's role in promoting workplace diversity and inclusion.</p>	<ol style="list-style-type: none"> 1. Example: Student will meet 1x a week with intern supervisor. Student will come prepared for the meeting and will demonstrate openness to supervisor feedback. 2. Example: Student will attend intern workshops/trainings provided and will record reflections from these events in an intern journal, and for class assignments 3.
<p>Leadership</p>	<p>Students will be able to define the concepts of leadership and Students will explore ways to lead a team to successful outcomes while demonstrating sensitivity to differing personality types, and learn skills necessary to build an effective team</p>	<ol style="list-style-type: none"> 1. Example: Student will explore personal perceptions of the world, focus on how they affect their ability to work well with others, through discussion and practical application. 2. 3.

Student Signature

Date

Internship Supervisor Signature

Date

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