



## ROWLAND UNIFIED SCHOOL DISTRICT Business Training Plan

Intern Name: \_\_\_\_\_

Internship Site: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Industry Site Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Department: \_\_\_\_\_

Please indicate afternoon hours available to have an intern placed at your site.

| Days  | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|-------|--------|---------|-----------|----------|--------|----------|--------|
| Hours |        |         |           |          |        |          |        |

Career experience/activities that can be supported at the internship site:

### General Office

- |  |  |
|--|--|
| <input type="checkbox"/> Clerical Tasks                | <input type="checkbox"/> Answer telephones |
| <input type="checkbox"/> Receptionist responsibilities | <input type="checkbox"/> Job Shadowing     |

### Accounting

- |  |   |
|--|---|
| <input type="checkbox"/> Assist in bookkeeping         | <input type="checkbox"/> Assist in accounts payable |
| <input type="checkbox"/> Assist in accounts receivable | <input type="checkbox"/> Work with payroll          |

### Business Machines

- |   |  |
|---|--|
| <input type="checkbox"/> Work with electronic calculators | <input type="checkbox"/> Operate the copy machines |
| <input type="checkbox"/> Send fax transmissions           |  |

### Computers and Software

- |   |                                     |                                       |                                      |
|---|-------------------------------------|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> PC                 | <input type="checkbox"/> Macintosh  |                                       |                                      |
| <input type="checkbox"/> Word Processing    | <input type="checkbox"/> Word       | <input type="checkbox"/> Word Perfect | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Data Base          | <input type="checkbox"/> Access     |                                       | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Spreadsheet        | <input type="checkbox"/> Excel      | <input type="checkbox"/> Lotus        | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Desktop Publishing | <input type="checkbox"/> PageMaker  | <input type="checkbox"/> Quark        | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Presentations      | <input type="checkbox"/> PowerPoint | <input type="checkbox"/> E-Mailing    | <input type="checkbox"/> Other _____ |

### Other Experiences you can offer to the intern

\_\_\_\_\_

Special Needs (i.e., attire, equipment and experience): \_\_\_\_\_

\_\_\_\_\_  
Industry Site Supervisor Signature

\_\_\_\_\_  
Intern Signature