



westerntech.edu

Refrigeration and HVAC Technology
Attachment "A"
COMPETENCY SHEET

NAME OF INTERN: _____

The Intern is required to successfully a minimum of three technical competencies. Please initial off on all competencies the Intern has successfully demonstrated at your place of business.

HVAC COMPETENCIES
(Please check all that apply)

TECHNICAL COMPETENCIES
(Please check all that apply)

Is able to perform maintenance on industry related equipment _____

Is able to perform on related equipment _____

Repair related equipment _____

Proper Recovery and Evacuation procedures _____

Demonstrates proper handling of industry related tools and or supplies _____

SOFT SKILL COMPENTENCIES
(Please check all that apply)

Ability to perform in a Team/Group Setting _____

Understand responsibilities of HVAC/R Technician _____

Uses/Understands Industry Related Vocabulary _____

Demonstrates good Customer Service _____

PRINTED NAME OF EMPLOYER

TODAY'S DATE

SIGNATURE

Barbara Browder

Subject: FW: Attachment A: Technical Skill Areas

The College expects all interns to demonstrate competencies in a number of areas in order to be certified and to graduate with an Associate of Occupational Studies degree. Among the competencies are the following:

- Residential wiring
- Sheet-metal fabrication
- Heat pump operations
- Furnace air handling
- Commercial display machines
- Low-temp machines
- Medium-temp machines
- Ice machines
- Electrical motor controls
- Electrical wiring
- Brazing/soldering
- Compu-Aire system 2100
- Commercial walk-ins

More information may be obtained at the following website. Here the viewer can see the lab equipment on which all interns train.

<https://www.westerntech.edu/facilities/refrigeration-hvac-technology-facilities>

Internship Program Student Evaluation Weekly Report

Student's Name: _____

Internship's Site Name: _____

Internship's Site Address: _____

City: _____ State: _____ Zip Code: _____

Supervisor/Manager's Name: _____

(Please scan to: jzavala@westerntech.edu or fax to 915- 532-6946 attention: Javier Zavala Internship Coordinator
HVAC Dept.)

REPORT/EVALUATION TO BE COMPLETED BY SUPERVISOR/MANAGER

Week Date: _____ through _____

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Hours Worked							
Total Hours							
Supervisor/Manager Initials							

To be completed by Site Supervisor/Manager. (Please circle one.)

On a scale from 5 to 10 (5 being the lowest, 10 being the highest) please rate the intern on the following.

	Brief Comment						
Attendance	5	6	7	8	9	10	
Punctuality	5	6	7	8	9	10	
Attitude and dependability	5	6	7	8	9	10	
Personal appearance	5	6	7	8	9	10	
Follows directions	5	6	7	8	9	10	
Interactions with co-workers	5	6	7	8	9	10	
Accepts criticism	5	6	7	8	9	10	
Communication skills	5	6	7	8	9	10	
Personal skills	5	6	7	8	9	10	
Technical skills	5	6	7	8	9	10	

Weekly overall grade to be calculated by Internship Coordinator: _____%

Weekly Log, Week of _____

Suggestions or Comments

To be completed by the student. Please give a brief description of the work/tasks that were performed.	
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	

I certify that the above student has worked the hours within the week listed and has performed the tasks identified on this form.

Supervisor/Manager's Signature

Date

Student's Signature

Date

Internship Coordinator's Signature

Date

Barbara Browder

Subject: FW: Attachment B: Attendance/Log Sheets

Subject: Attachment B: Attendance/Log Sheets

In order to assure attendance as nearly perfect as possible by the student at the internship site, all employers are asked to track and submit attendance data on all interns. The College requires a minimum number of contact hours and considers attendance a part of the intern's grade. In conjunction with that, employers are asked to show what activities the intern participated in each week. This is to assure that the intern gets the "real world" practice he/she seeks and to *assure that the Intern's activities are targeted to the district's needs and fully benefit the Employer*. It should be noted that all forms are simple, usually no more than a single page, and are easy to complete and send in.