Pre-Internship Needs Assessment Checklist
If you answer "no" to any of these you must learn to do before you begin the internship

Form adapted from Academy of Nutrition and Dietetics

No.	Competency	Yes	No
1.	I can recognize the basic components of a computer system including keyboard, computer monitor, computer screen, various printers, and various computer ports (camera, USB, Ethernet).		
2.	I am able to use computer operating systems including copying documents, deleting documents, and changing directories.		
3.	I can back up a computer document on:		
	_____ internal computer hard drive		
	_____ external hard drive		
	_____ thumb drive		
	_____ offsite cloud (includes Google docs, Dropbox, &/or Zoho)		
4.	I can create email, send email, respond to email and add attachments to my emails.		
5.	I can download or save attachments from an email.		
6.	I can scan a document with a scanner and can send these scanned documents to others over the Internet.		
7.	I can save a document in different file formats such as PDF, plain text and/or as an html/web page.		
8.	I can use telecommunicating devices including (a variety of) answering machines and voice mail.		
9.	I have used at least one form of social media (twitter, Facebook, blogs, LinkedIn) for professional (non-personal) self-marketing.		
10.	I can use technology (computers, smart phones, etc.) to communicate to teachers, family and others via email, Skype, computer Face time, etc.		
11.	I am able to conduct an online literature search using PubMed or other university-based library scientific search engine on a topic that has been assigned by one of my teachers.		
12.	I am able to access and locate information at the Academy's Evidence Analysis Library at least as an Academy student member level.		
13.	I am able to use the Internet to find data/information, e.g. I can access the Academy's website to look at data in the student section of the website.		
14.	I am able to access the Academy's online Nutrition Care Manual if I have access to look up different diet therapies for different diseases.		
15.	I am able to use a search engine (such as Google) to find information on the Internet such as the top Nutrition Blogs.		
16.	I can create, save and print word processor documents in Microsoft Word, WordPerfect, Microsoft Works, Apple pages, ZohoWriter, etc.		

17.	I can and do use: _____ Spell check (in documents and email) _____ Literacy level check on documents when requested by instructors _____ Grammar check _____ Character length/count with and without spaces _____ Word length/ word count		
18.	I can use an online calendar that includes project and task lists.		
19.	I am able to schedule meetings and appointments for more than one person using a computer. e.g. I can schedule a meeting of three friends who live in different towns using technology.		
20.	I have attended an online webinar and was able to participate via listening and chat function.		
21.	I know how to mute/unmute my connection during an online webinar or conference call.		
22.	I am able to download a podcast or other multi-media file such as a YouTube video.		
23.	I am able to use basic software applications for either Windows or MAC OS Systems including software analysis software.		
24.	I am able to create an ongoing spreadsheet to track materials and/or to track expenses over time.		
25.	I am able to use multi-media/presentation software such as PowerPoint, Keynote, and/or Prezi.		
26.	I am proficient in word processing with use of fonts, type size, imbedding hyperlinks, and adding photos to documents.		
27.	I am able to download and install software or via a disc. I am able to install necessary add-ons and keep my software up to date. I understand licensing agreements.		
28.	I am proficient and able to use database software such as Microsoft Access, FoxPro, FileMaker Pro, &/or Lotus Approach.		
29.	I am able to use networks to navigate systems such as accessing my home email from various sites away from my home and/or via VPN: Virtual Private Networks that allow me to access my computer files from a remote site.		
30.	I am able to complete basic trouble-shooting of my computer including re-booting the computer, loading paper, changing cartridges/toner, remove paper jams in printers.		
31.	I am able to monitor computer for basic hardware and software problems including virus, spam and "cookies".		