

LESSON GOAL

Investigate the organizational structure of the internship site to understand and contribute to the mission of the organization.

ESSENTIAL QUESTION

Why is it important to understand the organizational structures of different environments?

INTEGRATING TECHNOLOGY

ANNOUNCEMENT

- Check Announcements for any information about assignments and due dates.

MY PORTFOLIO

- Consider submitting your work in this lesson to My Workspace for inclusion in My Portfolio.

MY WORKSPACE

- Complete your assignments in My Workspace.

LESSONS

- Review the lesson
- Complete assignments.
- Submit assignments

ASSIGNMENTS

- Use Assignments to submit your artifacts and reflections.

GRADEBOOK

- Check Gradebook for your lesson evaluation.

SCHEDULE

- Check schedule for assignments and due dates.

COMMUNICATE

- with your teacher or other students if desired
 - Blogger
 - Chat Room
 - Drop box
 - Mailtool

4 class periods over the span of about two weeks

LESSON OVERVIEW

What is your role at school? Are you a leader, an athlete, a musician, a reader? What is your role at home? Understanding how you fit in to an organization or community helps you discover how you can best contribute and benefit yourself and the organization. When you don't understand the organization, you can make all kinds of mistakes, even if you have the best intentions.

In this lesson you'll learn how to investigate an organization to understand its structure and your role in it.

STUDENT EXPECTATIONS

1. Participate in class discussion about the mission of your internship site.
2. Complete *Student Reflections* assignment.
3. Review research materials and record information on *Works Cited* worksheet.
4. Select questions from the *Interview Questions* handout.
5. Set up an interview(s) at your internship site and fill out *Interview Preparation* form.
6. Conduct an interview.
7. Complete a rough draft of the *Organizational Structures* paper.
8. Revise the *Organizational Structures* paper after receiving feedback.
9. Complete the reflection assignment.

Here are the ways you can succeed in this lesson.

1. Engage in classroom discussion fully by offering thoughtful responses.
2. Provide extensive and detailed responses to all questions with several specific examples.
3. Review research thoroughly and record details on the *Works Cited* worksheet.
4. Take initiative in small group work to identify meaningful questions for each student.
5. Arrange at least one interview and record all information on the form.
6. Submit a complete rough draft that follows guidelines completely.
7. Submit a complete paper that thoughtfully incorporates all feedback given.
8. Complete a thoughtful reflection assignment according to guidelines.



ASSIGNMENT 1

In class you should have discussed your internship site and what its mission is. Answer the questions on the *Student Reflections* to think more about your site and your experience at the site.

Use the *Sakai* Assignments Tool to submit your reflection for evaluation.



ASSIGNMENT 2

In class you should have discussed your site, documented your citations as you conducted your research, prepared for and then interviewed a person at your site.

Use the following resources to compose the first draft of your Organizational Structures Paper.

1. Organizational Structure Paper Guidelines
2. Student Reflections
3. Works Cited Worksheet
4. Interview Preparation

Once you have composed your draft use the *Sakai* Assignments Tool to submit it for evaluation.



ASSIGNMENT 3

Once you have received your rough draft back, use the following resources to compose your final draft.

1. Advisor's/Teacher's Notes
2. Organizational Structure Paper Guidelines
3. Student Reflections
4. Works Cited Worksheet
5. Interview Preparation

After you have revised and proofread your final draft, use the *Sakai* Assignments Tool to submit your paper for evaluation.



ASSIGNMENT 4

Once you have submitted your final draft, look again at the *Student Reflections Questions*. Answer each question again considering all the information you now know about your site. Explain how your ideas have or haven't changed as a result of your research.

Use the *Sakai* Assignments Tool to submit your reflection.

Multiply the points by the weighted score and record in the total column for each rubric. Then tally the total points for the final score.

Weighted Score	Category	Exceeding 9-10 Points	Meeting 6-8 Points	Approaching 3-5 Points	Emerging 0-2 Points	Total
1	ASSIGNMENT 1 Student Reflections Complete the <i>Student Reflections</i> about the internship site.	Provided extensive and detailed responses to all questions with several specific examples.	Provided responses to all questions, using some specific examples.	Provided some responses with specific examples.	Made minimal or no effort to complete assignment.	
2	ASSIGNMENT 2 Rough Draft Complete a rough draft of the <i>Organizational Structures</i> paper.	Submitted a complete rough draft that followed guidelines completely.	Submitted a complete rough draft that followed most guidelines.	Submitted a partial rough draft that followed at least some guidelines.	Made minimal or no effort to complete assignment.	
2	ASSIGNMENT 3 Final Draft Submit the final draft of the <i>Organizational Structures</i> paper.	Submitted a complete paper that thoughtfully incorporated all feedback given.	Submitted a complete paper that incorporated feedback given.	Submitted a partial paper that incorporated some feedback given.	Made minimal or no effort to complete assignment.	
1	ASSIGNMENT 4 Reflection Revisit <i>Student Reflections</i> questions.	Completed a thoughtful reflection assignment according to guidelines.	Completed a reflection assignment according to guidelines.	Completed some of the reflection assignment according to guidelines.	Made minimal or no effort to complete assignment.	