

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher: \_\_\_\_\_

**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?

### 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.

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	<b>Discussion</b> Participate in discussion about internship sites.	Engaged in classroom discussion fully by offering thoughtful responses.	Participated in discussion.	Did not offer comments during discussion but looked engaged and demonstrated active listening.	Did not participate in classroom discussion.	
1	<input checked="" type="checkbox"/> <b>ASSIGNMENT 1</b> <b>Student Reflections</b> 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.	
1	<b>Works Cited</b> Begin a works cited list.	Reviewed research thoroughly and recorded details on the <i>Works Cited</i> worksheet.	Reviewed research and recorded details on the <i>Works Cited</i> worksheet.	Reviewed some research and recorded it on the <i>Works Cited</i> worksheet.	Made minimal or no effort to complete assignment.	
1	<b>Interview Questions</b> Develop at least three interview questions.	Took initiative in small group to identify at least three meaningful questions for each student.	Identified three questions to use in an interview.	Participated in small group to identify questions for interview.	Made a minimal effort to participate in question identification.	
1	<b>Interview Preparation</b> Complete the <i>Interview Preparation</i> and set up an interview.	Arranged at least one interview and recorded all information on the form.	Arranged at least one interview and recorded most information on the form.	Arranged at least one interview and recorded some information on the form.	Made minimal or no effort to complete assignment.	
2	<input checked="" type="checkbox"/> <b>ASSIGNMENT 2</b> <b>Rough Draft</b> 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	<input checked="" type="checkbox"/> <b>ASSIGNMENT 3</b> <b>Final Draft</b> 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	<input checked="" type="checkbox"/> <b>ASSIGNMENT 4</b> <b>Reflection</b> Complete <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.	