

Organizational Structures

LESSON GOAL

Understand the people, goals and mission of an organization to better evaluate how to contribute to the mission of the site.

ESSENTIAL QUESTION

What mission/purpose is served by the organization at my site? How are roles and responsibilities distributed across the organization?

INTEGRATING TECHNOLOGY

ANNOUNCEMENT

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

MY PORTFOLIO

- Submit work to My Portfolio.

MY WORKSPACE

- Prepare your assignments in My Workspace.

LESSONS

- Review the lesson.
- Complete assignment.
- Submit assignment.

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

This lesson should require at least two weeks and at least four class periods.

LESSON OVERVIEW

Your internship will grant you insider access into a different community other than your school, family, or friends. Whenever a person enters a new community, there is an unspoken grace period granted for learning new things. Most people experience a steeper learning curve during the beginning of new experience than in any other time. Within this period of time, they also begin to understand their role in the community. One of the easiest and most effective ways to best understand the community and a specific role in it is to ask questions! Ask questions of people and inquire on the internet, in books, in pamphlets, etc.

STUDENT EXPECTATIONS

1. Research and gather information online and/or in print about site mentors, other employees, and the organization to build background knowledge.
2. Interview site mentors and other employees to determine the overall mission of the organization.
3. Compose a well-researched paper that explains the internship site and your role within the organization.
4. Reflect on the interview process and the benefits of a deeper understanding of an organization.

There are five assignments in this lesson that require you to describe, interview, cite, reflect, and communicate about the organizational structure of your site.

Here are the ways you can succeed in this lesson.

1. List 9-10 relevant and useful facts from the print or online resource and use MLA format to cite this source.
2. List 9-10 relevant and useful facts from the interview of a site mentor/co-worker resource and use MLA format to cite this source.
3. Complete the rough draft, meeting all criteria.
4. Complete the final draft, meeting all criteria.
5. Thoughtfully reflect on the interview process, the benefits, the site, the MLA format, and yourself.

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ASSIGNMENT 1

In class you should have discussed the importance of going to site prepared with knowledge about the organization. You now will research facts about your site online or in a print resource and write down facts. In addition, you learned about MLA citation format, and you should also add the source of your information on the notes page. Make sure to type these up in a rough draft to submit.

Use the *Sakai* Assignments Tool to submit your notes and citation for evaluation.



ASSIGNMENT 2

In class you should have picked out and practiced interview questions. On your own, you need to schedule an interview with a site mentor/co-worker and hand in the *Interview Preparation* form for approval from your advisor. You also need to write down the information from the interview, add an MLA citation, and type up your notes/citation page to turn in.

Use the *Sakai* Assignments Tool to submit your notes and citation for evaluation.



ASSIGNMENT 3

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

1. *Research Paper Criteria*
2. *Organizational Structure Paper Outline*
3. *Student Reflections*
4. *First Draft Exemplar*

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

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ASSIGNMENT 4

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

1. Advisor's Notes
2. *Research Paper Criteria*
3. *Organizational Structure Paper Outline*
4. *Student Reflections*
5. *Final Draft Exemplar*

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



ASSIGNMENT 5

Once you completed your final draft, reflect in writing on the following.

- Describe what you noticed and thought before, during, and after the interview process.
- What benefits came from asking questions of your site mentor/co-worker about your site?
- Describe the characteristics of an MLA formatted paper.
- What did you learn about yourself and your site in researching and writing the Organizational Structures Paper?

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

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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
2	<input checked="" type="checkbox"/> ASSIGNMENT 1 Print Source/Internet Research Assessment Create background information notes and a works-cited entry for at least one online or print resource.	Listed 9-10 relevant and useful facts from the print or online resource and used MLA format to site this source.	Listed 6-8 relevant and useful facts from the print or online resource and used MLA format to site this source.	Listed 3-5 relevant and useful facts from the print or online resource and sited this source.	Did not list facts from the print or online resource and did not site this source.	
2	<input checked="" type="checkbox"/> ASSIGNMENT 2 Interview Research Create background information notes and a works cited entry for at least one interview resource.	Listed 9-10 relevant and useful facts from the interview of a site mentor/co-worker resource and used MLA format to site this source.	Listed 6-8 relevant and useful facts from the interview of a site mentor/co-worker resource and used MLA format to site this source.	Listed 3-5 relevant and useful facts from the interview of a site mentor/co-worker resource and sited this source.	Did not list facts from the interview of a site mentor/co-worker resource and did not site this source.	
2	<input checked="" type="checkbox"/> ASSIGNMENT 3 Rough Draft Complete a rough draft.	Completed the rough draft, meeting all criteria.	Completed the rough draft paper, meeting most of the criteria.	Made an effort to complete the rough draft and meet some of the criteria.	Made a minimal effort to complete the rough draft.	
3	<input checked="" type="checkbox"/> ASSIGNMENT 4 Organizational Structures Paper Complete a final draft.	Completed the final draft, meeting all criteria.	Completed the final draft paper, meeting most of the criteria.	Made an effort to complete the final draft and meet some of the criteria.	Made a minimal effort to complete the final draft.	
2	<input checked="" type="checkbox"/> ASSIGNMENT 5 Reflection Reflect on the organizational structures interview and writing process.	Thoughtfully reflected on the interview process, the benefits, site, the MLA format, and themselves.	Completed the reflection and demonstrated understanding of the interview process, the benefits, site, the MLA format, and themselves.	Made an attempt to complete the reflection that demonstrates understanding of the interview process, the benefits, site, the MLA format, and themselves.	Did not complete the reflection or demonstrate understanding.	