

Internship Homework Assignment

2nd Semester Week #10 (May 3rd- May 9th)

Assignment #1: (La Mesa Students)

Read Sessions 18 thru 21 and only do the activities "Think and Write About It."
These session are due during your last onsite class date, Friday, May 27th.

Assignment #2: (Chula Vista Students)

Read Sessions 18 and 19 and only do the activities "Think and Write About It."
These session activities are due next week Tuesday, May 10, 2016. Please bring your books so that I can collect them and check your work at the beginning of class while our guest speaker is presenting.

Assignment #3:

Work on your "Observing an Organization" project. Remember, observe the speaker for a minimum of 20 minutes before you write up your notes. Complete each question clearly to the best of your knowledge. The assignment is due on your last onsite day.

Assignment #4:

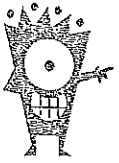
Final Exam will be on the assigned final onsite session:

Chula Vista will be on Tuesday, May 24th

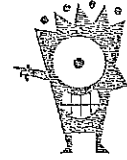
La Mesa will be on Friday, May 27th

Please make arrangements to show up so that you can take your final assessment.

The test is open book. While you test, I will be walking around checking your activities. If you cannot attend on that day, please email me to make other arrangements.



Notes for Observing an Organization



This project is due on _____.

Use this form to guide your observations of the meeting you attend. It includes some general statements to respond to, with additional questions to the side. You don't need to answer each one of the side questions. Use them to help you focus on various interactions that may take place during the meeting. If you're working with a partner, each of you should write notes on your own forms.

1. The name of the group I'm observing: _____

2. Why I chose this group: _____

3. A brief description of the group, its purpose, and who the members are:

4. This is how I understand the group is organized:

Who leads, controls, or influences the group? Does the leader use formal or informal power?

5. This is what I saw about how the group operates:

How are decisions made or tasks and responsibilities assigned? Are all members involved or only a few? Who makes things move forward or keeps the group at a standstill?



Notes for Observing an Organization (continued)

6. This is what I observed about how the group communicates:

Do people understand what's going on? Do they ask questions? Do they seem comfortable speaking up? Who talks? How often and for how long? Do speakers project their voices or mumble?

7. This is what I noticed about how the group communicates nonverbally:

What obvious nonverbal communication do people use? Do speakers seek approval from others or dismiss others' ideas through gestures or body language?

8. This is my view of how members of the group work together:

How well do members work together? How does the leader keep people interested? Does the group use consensus rule, majority rule, a combination, or something else, to make decisions? How do people react when they encounter conflict?

9. This is how the atmosphere of the meeting felt:

Was the atmosphere warm, friendly, cool, hostile? Did it change when certain people spoke? If people expressed opposing views?

10. This is a summary of my general observations about this group:

In what ways did the group successfully work together? In what ways could the group be more productive and effective? What advice would you give to the leader? If you were leading this group, what would you do similarly or differently?