After you have met with your Career Services counselor, Dana Sowby, and have received approval from the Management Department Faculty Advisor, Dr. Abe Bakhsheshy, to register for Management 5880 credit... submit the following written assignments to your Career Services counselor by uploading them UCareerLink under “My Account / My Documents / Internship Assignments” during the week indicated. Assignments should be at least one page, spelled correctly, and of college quality. Include the date, your name, and the assignment week # and topic.

Week #1
1. EMPLOYER SUPERVISOR APPROVAL OF OBJECTIVES: Submit to your counselor via scan, email, fax or hard copy the final version of your four learning objectives, signed and approved by your employer supervisor.

2. Submit a paper about ... EMPLOYER PROFILE: Give the name of your company and your title. Describe your organization/employer. Describe the size and scope of your company, the product or service, company history, your clients, kind of management style, etc. Is this an environment that matches your personal and professional values? What career path could you follow with this organization? If none, how does this internship relate to your planned career path? If possible, attach a company organization chart (job titles and reporting lines). Close observation of your surroundings will be of future use to you.

Week #2
Submit a paper about...
CAREER RESEARCH: Research a career field that interests you by gathering information from trustworthy printed resources such as industry-specific or academic professional association information, Internet sites, books, or magazines (no Wikipedia or About.com). The Career Library in 390 SSB is also an excellent resource. At least two of these sources must then be cited in a paper (e.g., author + title of book, URL + name of organization for a website) summarizing the information you gathered and what you found to be new, interesting, or relevant. Discuss:
- Job challenges and salary trends.
- Education and experience required or desired for this position.
- Typical career path and work environment.
- How does this new information affect your career planning?

In this assignment you are not looking for job openings, but rather are seeking a broader picture of the career.

Suggested resources located in the Career Library:
- The Chronicle of Guidance Publications
- Career Guide to Industries
- Encyclopedia of Careers & Vocational Guidance

Suggested online resources:
- ONET – Dictionary to Occupational Titles: http://online.onetcenter.org/find
- Occupational Outlook Online: http://www.bls.gov/oco/
- America’s Career InfoNet: http://www.acinet.org

Week #3
ETHICAL DILEMMAS: Ethics are the standards of conduct of a particular profession or group. A dilemma is defined as a situation in which one must choose between difficult and conflicting alternatives. Ethical dilemmas often require one to choose between options that are not 100% “right” or 100% “wrong.”

Examples of a few ethical standards include:
- Journalists may promise to protect the identity of their news sources while a judge may compel them to divulge the source of their information.
• Health care professionals maintain patient confidentiality while protecting public health.
• Mortgage lenders may pledge to advise clients of the real cost of a loan which may price them above the competition.

**Assignment:** Submit a paper in which you discuss both points “1” and “2” below:
1. Identify and write about the ethical standards in your field or planned career. Some professional associations have written codes of ethics on their web sites. You should consult your supervisor or manager to learn what ethical standards exist and what standards you’re expected to follow.
2. Discuss a real ethical dilemma that actually has arisen at your workplace or ... discuss a potential ethical dilemma that could arise in your workplace.

**Week #4**
Submit a paper about...

1. **LEARNING OBJECTIVE #1:** Describe how you met or are working on one of your four objectives established at the outset of your internship and analyze your progress toward its completion. What did you learn and how did you learn it? Also, describe the training available to assist your proficiency and growth in this area. Identify (at the start of your assignment) which objective you’re addressing.

**Week #5**
This assignment will provide you with experience in answering interview questions and in understanding the Internet as a source of information about you.

1. **SCHEDULE AND PREPARE FOR AN INTERNSHIP GROUP SESSION:**
   - Schedule your participation in this one-hour session by registering online for a session that’s convenient for you. A variety of sessions are available, but each session is limited to 10 participants, so schedule early to ensure a spot.
   - Prepare for this session by researching the interview process. Review books on interviewing techniques and tips in our Career Library (390 SSB). This session is designed to provide you with experience in answering interview questions and introducing yourself professionally. [Click here](#) for ways to prepare your responses prior to the session.

2. **CONDUCT A BACKGROUND CHECK ON SELF:** Prior to attending the group session, conduct a background check on your name in various search engines such as Google, Yahoo, etc. Submit a paper discussing:
   - Did you find any information you would NOT want an employer to see? Explain.
   - What kind of information (on you, or in general) could create a negative impression in a potential employer?

**Week #6**
Submit a paper about. **LEARNING OBJECTIVE #2:** Describe how you met, or are working on, another one of your four objectives (identify at the start of your assignment which objective you’re addressing) and analyze your progress toward its completion. What did you learn, and how did you learn it? Also, articulate the relevance or potential importance of this learning objective to your major (or career goals).

**MANDATORY:**
Each student is required to set up an appointment at mid-semester (no later than 2 weeks prior to final exams) to meet with the Management Department Faculty Advisor, Dr. Abe Bakhsheshy, to have an outline of their final paper reviewed and approved, 801/585-9408, mgtab@business.utah.edu.
Week #7
SUPERVISOR MIDTERM EVALUATION and COUNSELOR CHECK-IN: Have your employment supervisor fill out the midterm evaluation form and meet with him/her (your supervisor) to discuss the evaluation.

1. Submit the evaluation to your counselor via scan, email, fax or hard copy.

2. Schedule a 20-30 minute appointment with your career counselor to discuss the evaluation and to “check-in” on your internship progress. Be prepared to discuss the skills you’ve learned through the internship and how these skills are helping to prepare you for a career. This is also a chance to address upcoming assignments, discuss ways to enhance your internship experience, and/or briefly review your updated resume (which is due Week 13).

Week #8
WHAT’S COOL ABOUT YOUR JOB?: Submit a short paper (300 words or less) that describes something positive, interesting, fun, or -- in a word – cool about this work experience. Give your paper a catchy title. Pick one of the following to discuss: Projects, Co-workers, Place, or Perks. Take at least one digital photograph that illustrates your paper. E-mail the paper and photo to your counselor as attachments. (Your writing can be informal, chatty and lighthearted, but make sure you re-read what you wrote and check for accuracy just as you do for all assignments.) We may use your paper and photo in our internship publicity.

Also, don’t forget you may be eligible to enter this assignment into the UWorkUWin contest! For more information, visit the Career Services website at http://careers.utah.edu.

Additionally, if your counselor’s schedule permits, she will arrange a site visit to you and your supervisor at your workplace at a mutually convenient date and time. Prepare to give your counselor a short tour and explanation of how you fit into your organization. Your counselor will want to meet briefly with your supervisor to express our thanks.

Week #9
Submit a paper about. LEARNING OBJECTIVE #3: Describe how you met, or are working on, another one of your four objectives (identify at the start of your assignment which objective you’re addressing) and analyze your progress toward its completion. What did you learn, and how did you learn it? Also, articulate the relevance or potential importance of this learning objective to your major (or career goals).

Week #10
Submit a paper about... INITIATIVE: Showing initiative in the workplace is a prime reason why people receive promotions, get raises, and, in the case of interns, receive offers of full-time employment. Discuss both steps “1” and “2” below:

1. a. Describe 2-3 actions that you have taken in your internship workplace that demonstrated your initiative. Have you offered to do something above and beyond your normal duties? Have you figured out a better way to do a common task? How did your supervisor or coworkers respond to your effort?

   … or …

   b. If you have difficulty identifying ways in which you have shown initiative, you may instead describe the performance of a co-worker or supervisor in your workplace who is a good example of a person who shows initiative and gives extra effort. Provide details of situations in which you’ve observed that person’s initiative.

2. Identify some extra things you could offer to do or suggest some ways you might do your job more efficiently. These suggestions could be tasks that require higher-level skills than your job description.

Week #11
Submit a paper about... INFORMATION INTERVIEW: Report on an information interview with a professional outside of your company (and who is not an immediate family member or close friend) who represents a career that you might wish to pursue. Before you conduct the interview, YOU MUST phone or e-mail your counselor for approval of your proposed interviewee. Advise your counselor of the name, title, and organization of your interviewee, as well as a brief description of his/her responsibilities.
After the interview:

1. Write a paper summarizing the new and useful information that you gathered about the career, and include the name, title, and organization of your interviewee.
2. Write a thank-you letter or e-mail to your interviewee and include a copy of it when you submit the assignment.

Career Services provides online tips on information interviewing and on writing a thank-you letter.

Week #12
Submit a paper about... LEARNING OBJECTIVE #4: Describe how you met or are working on another one of your four objectives (identify which objective you’re addressing at the start of your assignment) and analyze your progress toward its completion. What did you learn, and how did you learn it? Also, how does your progress toward this objective complement the mission of your organization at large? Are you making a significant contribution/effort? What feedback have you received besides your midterm evaluation (from co-workers or customers)?

Week #13
1. RESUME: Submit to your counselor an updated copy of your resume. Be sure the resume includes experiences and skills gained during this internship, showcasing your recent accomplishments to the fullest. (The three learning objectives that you’ve worked on throughout your internship may provide the basis for “bullet points” of accomplishment on your resume.) For resume-writing help, meet with your counselor, peruse the many books of resume samples and tips in the Career Library (390 SSB) or get resume information or sample resumes online.
2. SUPERVISOR FINAL EVALUATION: Have your employment supervisor fill out the final evaluation form. Meet with him/her to discuss the evaluation. Submit the signed evaluation to your counselor.

Week #14
In order to submit your final project, you need to make an appointment with Dr. Abe no later than two weeks prior to the final exam week to discuss your project and progress. Failure to do will result in an incomplete grade. You will then submit your final project directly to Dr. Abe by the first day of final exam week with a copy uploaded in UCareerLink.

FINAL PROJECT: Your final project will be a profile of the company for which you are working as an intern. It consists of information about your company and its products and services, goals and objectives, strategies, and tactics. Generally, it outlines the management of human resources, processes and activities to be performed on a daily basis and indicates whether the rest of the company’s activities are aligned with its intended strategy. These activities are aimed at meeting or exceeding internal and external customers’ expectations.

In this final project you can analyze and document a situation or process related to the following topics:

- New employee orientation
- Employee development
- Recruitment
- Career management
- Compensation
- Employee discipline
- Employee safety and health
- Process, product and service improvement
- Reward and recognition
- Effective communication
- Attitudes
- Cooperation and teamwork
- Total quality management
- Organizational ethics and culture
- Policies and procedures
Provide recommendations for improvement through comprehensive research and benchmarking with other organizations. Present your action plan to be implemented, outline techniques and methodology to evaluate and measure the effectiveness of your plan and cost and benefits associated with the plan.

Your final project should be no more than fourteen pages including your references. Be prepared to discuss the following with your faculty advisor during your final meeting:

- What you have learned about your employer and your job.
- What you have learned about yourself.
- What you have learned about the value of your education in preparing you (or nor preparing you) for the internship.
- What you have learned about this occupation or profession, the organizational culture or industry.

After finishing your internship, stay in touch with your counselor, Dana Sowby, 801/585-5061, dsowby@sa.utah.edu, for continued career development and job search assistance at Career Services as you:

- Polish your resume
- Sign up for workshops to prepare for career fairs and interviewing
- Use the job postings in UCareerLink
- Connect with recruiters from major companies conducting on-campus interviews
- Identify the “hidden job market” through networking and negotiate the very best salary