13 WEEKLY ASSIGNMENTS
Career Services Internship Course Assignments
Educational Psychology 3960

After you have met with your Career Services counselor and registered for Ed. Psych. 3960 credit …
Submit the following weekly written assignments to your Career Services counselor by e-mail or fax to 581-5217 or in person to 350 SSB during the week indicated. Assignments should be at least one page, typewritten, spelled correctly, and of college quality. At the top of each assignment include the date, your name, your counselor’s name, and the assignment week # (1-13) and topic.

Week #1
1. **EMPLOYER SUPERVISOR APPROVAL OF OBJECTIVES:** Submit to your counselor via fax or hard copy the final, signed version of your three learning objectives, 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).

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.

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**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](http://online.onetcenter.org/find)
- America’s Career InfoNet: [http://www.acinet.org](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 three 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 three 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 #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 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 resume (which is due week 12).

**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 photo and paper 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](http://careers.utah.edu)

Additionally, if your counselor’s schedule permits, he/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 brief tour and explanation of how you fit into your organization. Your counselor will want to meet briefly with your supervisor.

**Week #9**
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 #10
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 #11
Submit a paper about...
LEARNING OBJECTIVE #3: Describe how you met or are working on another one of your three 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 #12
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 ideas 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 #13
FINAL PAPER: WRITE A FULL 7-10 PAGE COLLEGE-QUALITY PAPER. It must be typewritten, with correct spelling and grammar. In the final paper, you will be discussing your accomplishments and critically analyzing your experience from the perspective of the conclusion of the internship. Include:

Part 1 - As an introduction, describe how you got your position and what you do. Include your title, name of your organization, and a brief description of it.

Part 2 - Critically analyze what you have learned during the internship by addressing the following:
- What have you learned about yourself? How well did you get along with others at work?
- What have you learned about your employer and your job? What did you enjoy or dislike?
- What have you learned about the value of your education in preparing you (or not preparing you) for the internship? Can you see real-world use for some of your courses at the University?
- What have you learned about this occupation or profession? The organizational culture or industry?
- What have you learned about the job search process?
- What have you learned from pursuing your three learning objectives (be sure to list them)?

...more
Part 3 - Reflect on your internship experience and think about how it will have an impact on your future by addressing:

- Now that the internship is complete, what would you have done differently?
- How does the internship experience fit into your long-range career goals?
- How will you maintain or foster professional relationships that will aid your future career development?

Part 4 - Identify how you, your employer, the internship syllabus, and your counselor could have made this a better experience.

If you have questions, contact your counselor to clarify expectations. An Educational Psychology faculty member who will not be familiar with your weekly assignments will evaluate your final paper. So, be sure your final paper is very complete and self-explanatory – and don’t worry about “repeating yourself” with insights already discussed in your assignments.

After submitting your final paper to your counselor, contact him/her to verify that you’ve completed all internship requirements satisfactorily. Remember to keep copies of all of your assignments until after your credit is officially posted.

AFTER FINISHING YOUR INTERNSHIP: Stay in touch with your counselor for free personal assistance at Career Services. He/she can help you to:

- Polish your resume
- Sign up for workshops to prepare you for career fairs and interviewing
- Use the job postings in UCareerLink
- Connect with recruiters from major companies conducting on-campus interviews
- Leverage your experience to negotiate the very best salary!