

## Weekly Assignment Prompts

<b>WEEK 1</b>	<b>2</b>
<b>WEEK 2</b>	<b>3</b>
<b>WEEK 3</b>	<b>4</b>
<b>WEEK 4</b>	<b>5</b>
<b>WEEK 5</b>	<b>6</b>
<b>WEEK 6</b>	<b>7</b>
<b>WEEK 7</b>	<b>8</b>

## WEEK 1

[Research](#) has shown that writing down goals makes you at least 33% more likely to achieve those goals. This summer you are going to experience so many new things and you are going to grow in many ways. However, what you ultimately get from this experience relies a lot on your intention and goals. Therefore, for this 1st week's assignment, I'd like you to set goals for this quarter. These goals should relate to your courses, your internship, and your personal experience in Ireland. You should use this week's readings to help you identify goals and actionable plans to achieving those goals.

### Instructions

Using [SMART](#)

[\(Links to an external site.\)](#)

*as a framework, make sure your goals are specific, measurable, attainable, relevant and timely.*

#### 1) Short Term Goals (this summer/class)

- a. What goals do you have for your classes? (Do not put down that you 'want to get an A' -- dig deeper).
- b. What goals do you have for for your internship?
- c. What goals do you have for your time in Ireland?

*For each goal, write down a plan for how you will achieve these goals (get specific!)*

#### 2) Connect to future goals

- a. What goals do you have for yourself in the next 1-3 years? Write them down (at least 2-3 goals).
- b. Now explain how you hope this summer (your classes, internship, international experience) influencing and helping to move you towards these goals.

## WEEK 2

Independently research your organization and describe its goals, approaches, key players, and stakeholders. Furthermore, discuss whether your organization is promoting national interests, private interests, or the interests of special groups. Pulling from the reading, be sure to address how globalization impacts your organization. Be thorough and specific in your research. Use the organization's website but also consider looking for more information in Lexis Nexis Business (accessible through the UCSD library) or another reputable database. You could also search for newspaper or magazine articles that discuss the organization's work.

After completing this research, reflect on:

- What interests you about this specific field/company?
- What apprehensions do you have about this specific field/company?

## WEEK 3

For this assignment, you will be conducting an observation of your workplace and its culture.

### Instructions

1) While at your internship this week, I want you to spend time observing and writing down notes about what you notice. (You can also write these notes once you've left your internship, if that makes more sense. But be sure to write them the same day - details are important - and consider jotting notes to yourself during work, to jog your own memory if you'll write your notes later.) Your notes can be rough and unorganized, but should focus on your own observations, questions, and interests. Which means you might look at your impressions of such cultural things as gender, space, language, communication style, class, ethnicity, media, mediation, etc. at your internship. Write down everything you notice; for example, how are people interacting, how the office is set up, what is the temperature, how do people dress, do people tend to be stressed (why?).

2) Based upon these observations, write a 250 word (minimum) analysis of what values you think your organization has and why (*look back at the readings on [Civic Professionalism](#) and [Business Communication in Ireland](#)*

[Links to an external site.](#)

*for ideas*). Within this analysis, include which of the [8 Styles of Company Culture](#)

[Links to an external site.](#)

your organization seems to align with.

3) Submit your notes and your analysis here.

## **WEEK 4**

Submit your completed career matrix and hypothesis.

*See lecture slides (attached to this packet).*

## **WEEK 5**

Thinking like a civic professional and using the SDGs as a framework: how does your organization contribute to creating a better society (or not)? What, if any, SDGs might your organization be helping to move forward? Provide examples and try to think beyond the immediate... look deeper into human impact, supply chains, popular culture, etc.

How do these align with your own values? Is this the type of organization that would fit into your career matrix?

## WEEK 6

For this week's assignment, you are going to work on demonstrating your professional identity and values in a common piece of writing: the professional bio. You will find professional bios in many places: LinkedIn profiles, personal webpages, employee directories, news releases, fellowship recipient announcements, etc. More likely than not, you'll have to write one (or many more) in your life and they can be an effective networking resource.

The challenge is to effectively introduce yourself to an audience while being concise yet compelling. That means you need to choose what you feel are the most important things for people to know about you and it means there are things you won't have room to fit (that's okay!). For this assignment, you will find it helpful to refer to your Career Matrix and your resume/CV.

### Instructions

- 1) Write a professional bio that is between 150-200 words.
- 2) At minimum, include: a) your name, b) your occupation (this includes being a student), and c) where you work/go to school. \*\*You will also need to add in other aspects of yourself, such as your interests, past experiences, or awards.
- 3) Write your bio in 3rd person (i.e. He/Him, She/Her, They/Them, Ze/Hir, etc.)

### Examples:

- Here is one of mine: <https://www.sandiego.gov/iab/about/geibel-bio>
- Here are some public ones:  
<https://www.loginradius.com/blog/growth/professional-bio-examples-worth-copying/>

Tip: Do some googling and find people who do work you are interested in or who you might aspire to professionally. What do their bios look like?

## WEEK 7

Now that you have gotten acquainted with the Sustainable Development Goals, and their critiques, what critiques do you have of your organization? Are there things you would change or do different? Are there things you think could be more efficient or improved?

### Instructions:

In 250 words (minimum), write a [memo/letter](#) to your supervisor articulating the areas you see for improvement in the organization (or just in a specific area, such as the internship program). The tone of your letter/memo should be courteous and professional, as if you were actually going to give it to your supervisor (don't worry that is not part of the assignment!). You should address the letter to your supervisor and sign it with your name at the bottom.

### Tips:

- Provide your ideas for *how* things can be improved (not just that they need improvement)
- Be concise but back of your critiques with examples
- Be courteous and respectful, you are offering your feedback not demanding action