

**Career Development Course**  
**Summer Internship Program**

**Liora Asa**

**Course Number:** 702.2114  
**Semester:** July - August  
**Class Time:** Monday 17-20  
**Class Location:** TBA

**Office Hours:** by appointment  
**Location:** International School  
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**Note:** In addition to our weekly sessions, I will communicate with you throughout the semester via the University of Haifa's Moodle course website.

### Course Information

The course is the academic component of the internship placement. Students will have the opportunity to tie-in the theoretical/academic material of the course, with the applied skills of the internship. The course offers direct mentoring in an enabling environment to help students apply the management tools to their work.

The academic component includes a weekly 4-hour session exposing students to various skills useful in the professional capacity. In addition to career planning and effective professional decision making (concerning short and long terms goals), students will receive individual guided support in developing their professional selves through the workshop-style course.

The course will cover topics such as: Aligning your professional path using diagnostic tools such as SWOT analysis and values clarification, navigating organizational dynamics in the workplace, effective communication and presentation skills, budgeting as an effective management tool, etc.

#### Course

**Objectives:** By fully participating in this course, students will:

- Identify their professional strengths and weaknesses
- Understand how they see themselves and how others see them in the professional setting
- Prepare a personal vision statement
- Have clarity on their individual values, and their connection to professional decisions
- Be part of a network of young professionals who can offer support to one another
- Identify workplace dynamics and gain a theoretical context for understanding them
- Improve presentation skills
- Gain a stronger basis in budget creation, monitoring and management

## Required

**Assignments:** There will be a variety of assignments throughout this semester. They will be described with instructions within the weekly modules.

## Grading

**Grading:** To Be Determined at a more advanced stage

## Methods of Instruction

**Methods:** This course will run in tandem with an internship, whereby each student will be placed in either a business, public office or a non-profit organization. Many of the classroom sessions will draw on the students' experiences from their internship in real time. The assignments will be directly related to their internship, whereby students will actively draw on that material in the learning process.

Students will be exposed to various teaching methods including reading theoretical/academic material on relevant topics, role playing, case studies, small group discussions, maintaining a personal diary with daily observations tying the academic material to the internship program, in-class exercises, and homework assignments.

## Course Schedule

The syllabus is a working document. The material posted on the University Course Site weekly sessions is the most updated version of what you are expected to do on a weekly basis. The Reading Assignment is connected to the coming week's topic, and will better prepare the student to connect to the material in the classroom.

### Week 1:

<b>Core Topic(s):</b>	<b>Introductions and Orientations</b>
<b>Learning Objectives:</b>	<ul style="list-style-type: none"> <li>Define the goals of the course</li> <li>Review expectations and course requirements</li> <li>Build a sense of a trust amongst the students</li> </ul>
<b>Class Activities &amp; Assessments</b>	<ul style="list-style-type: none"> <li>Icebreakers</li> <li>Introduce Internships</li> <li>Review personal survey rationale and process</li> </ul>
<b>Assignment(s)</b>	<i>Personal Survey</i> – Send out survey to 15 people who know you very well to get additional insight into your strengths and weaknesses
<b>Reading Assignment for the coming</b>	Reading material on getting to know ones professional aptitudes Personal SWOT (strength, weaknesses, Opportunities and Threats) Example: <a href="http://www.quintcareers.com/SWOT_Analysis.html">http://www.quintcareers.com/SWOT_Analysis.html</a>

week	
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Week 2:

<b>Core Topic(s):</b>	<b>Know Thyself As Others Know You</b>
<b>Learning Objectives:</b>	<ul style="list-style-type: none"> <li>Analyze survey results</li> <li>Introducing the personal SWOT assessment tool</li> <li>Recognizing gaps in how I view myself and how others view me</li> </ul>
<b>Class Activities &amp; Assessments</b>	<ul style="list-style-type: none"> <li>Work in pairs to further understand the results of the survey</li> <li>Interactive activities around personal SWOT analysis tool</li> </ul>
<b>Assignment(s) Due Date:</b>	<ul style="list-style-type: none"> <li>Based on the survey results and work in the classroom, conduct a personal SWOT Analysis, in parallel conduct a SWOT analysis on the organization wherein they are interning.</li> </ul>
<b>Reading Assignment for the coming week</b>	Reading case studies of individuals with a personal vision and connection to their professional path

Week 3:

<b>Core Topic(s):</b>	<b>Personal Vision, Values and How They Pave the Road for Professional Track</b>
<b>Learning Objectives:</b>	<ul style="list-style-type: none"> <li>Students will work on writing a personal vision</li> <li>Exploration of what skills each student still needs in order to best achieve his/her vision</li> <li>Students will clarify some of their basic values</li> <li>Compare personal Values to their organization's values - and understand what that means for them professionally</li> </ul>
<b>Class Activities &amp; Assessments</b>	Interactive activities around vision and values Role playing case scenarios where personal values and organizational values clash – and impact on the individual, options, possible ways to deal with this clash
<b>Assignment(s) Due Date:</b>	Write a personal vision statement Itemize their values and tie that in to their internship company's values
<b>Reading Assignment for the coming week</b>	Read articles on workplace politics, and Group Dynamics in the Workplace

Week 4:

<b>Core Topic(s):</b>	<b>Deciphering Workplace Politics – and How to get things done</b>
<b>Learning Objectives:</b>	<ul style="list-style-type: none"> <li>To understand how organizations are structured</li> <li>Differentiate between formal and informal structures of power within an organization</li> <li>To recognize the networks of affiliations within an organizational structure</li> </ul>
<b>Class Activities &amp; Assessments</b>	Use case studies, role playing and small discussions to analyze different workplace scenarios and understand different options for interacting and acting. For example, I will create a scenario where someone will play the role of a middle manager trying to implement a new policy in the company that everyone is against. And they will try and come up with effective strategies to implement this, with a plan that takes into account people, their barriers to change, the politics within an organization, etc. We will work with 2-3 scenarios in depth, which will apply many of the material they read in the reading assignment for this week.
<b>Assignment(s) Due Date:</b>	To analyze group dynamics within the organization they are working at. Who has formal power in the organization? Who holds informal power? Can they identify the networks (formal and informal). They will come up with an initiative they would like to implement in the organization, and then they will structure a plan taking into effect the organizational dynamic for getting it implemented.
<b>Reading Assignment for the coming week</b>	<ul style="list-style-type: none"> <li>Articles on communicating effectively and making presentations that Impact</li> </ul>

Week 5:

<b>Core Topic(s):</b>	<b>Effective Presentations</b>
<b>Learning Objectives:</b>	<ul style="list-style-type: none"> <li>Students will review some of the basics about effective communication</li> <li>Students will have an opportunity to make a presentation on a topic that interests them, and receive feedback from colleagues and lecturer</li> </ul>
<b>Reading Assignment for the coming week</b>	Project Management Approach – from vision to work plan
<b>Class Activities &amp; Assessments</b>	Each student will prepare a presentation that they would like to make back at their office. They will have time to prepare the presentation, practice with a partner and receive feedback. Then each student will make their presentation in front of the entire class and receive feedback.
<b>Assignment(s) Due Date:</b>	Students will analyze various communications that have gone on during the week at their organization. Can they identify what is the communicator's goal? Can you identify their main message? How do you perceive the audience reacting to the communicator? Is there opposition? How do you analyze the interaction? Do you have suggestions for how this could have been done more

	effectively?
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**Week 6: Take Note of Special Afternoon Study Tour**

<b>Core Topic(s):</b>	<b>Project Management</b>
<b>Learning Objectives:</b>	<ul style="list-style-type: none"> <li>Understand a project cycle – idea, coalition (partners), goal, objectives, workplan, budget, evaluation process</li> </ul>
<b>Reading Assignment for the coming week</b>	Articles on budget management
<b>Class Activities &amp; Assessments</b>	Work on creating a new project within the workplace – step by step process. This will be done as a group activity on a joint project, allowing all students to play a role in this activity
<b>Assignment(s) Due Date:</b>	Conceptualize a new project for their internship placement, or analyze an existing project as it stands by all the criteria of an effective project.

<b>13:00 – 18:00</b>	<b>Study Tour to student internships. Each student will prepare a presentation of their organization, and a tour and orientation integrating theoretical material from the course</b>
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**Week 7:**

<b>Core Topic(s):</b>	<b>Budgets as a Powerful Management Tool</b>
<b>Learning Objectives:</b>	<ul style="list-style-type: none"> <li>Understand the basics of the budget</li> <li>Understand the basics terminology of budgets and financial management</li> <li>Recognize the budget as a powerful management tool</li> <li>Attain basic tools in budget creation, monitoring and management</li> </ul>
<b>Class Activities &amp; Assessments</b>	Many hands-on exercises around analyzing the budget, deciphering what story the budget tells us about a project/organization, recognizing the different components of the budget, recognizing the various types of budgets
<b>Assignment(s) Due Date:</b>	Produce a budget for the project that they are working on within the internship, or if one already exists, use the new tools they have in budgeting to assess or improve the budget.

**Week 8:**

<b>Core Topic(s):</b>	<b>Conclusions and Tie-In and Evaluations</b>
<b>Learning Objectives:</b>	<ul style="list-style-type: none"> <li>Understand what we Understand</li> <li>Commit to next steps they would each individually like to take</li> <li>Define skills they still would like to acquire and a plan on how to achieve them</li> <li>Provide evaluation on the course</li> </ul>
<b>Class Activities</b>	This will be conducted in a round robin style, with a lot of feedback,

<b>&amp; Assessments</b>	interactive, party atmosphere celebrating the end of the course and recognizing their hard work and achievements.
<b>Assignment(s) Due Date:</b>	Review Final Assignment Instructions. Due Date for Final Assignment by August 2 to Liora Asa by email: <a href="mailto:tasa@netvision.net.il">tasa@netvision.net.il</a>