



Patterns of Extraordinary Careers, The Southwest Airlines Way, First Break All The Rules, Blue Mountain, In Search of Excellence. (Wait until class has started before you buy one of these books.)

Grading Policy: The grade for the internship will be based on the following:

- 1/3 Written assignments (ten one-page papers)
- 1/3 Feedback from internship employer\*
- 1/3 Class participation [attendance, oral presentations, and quality (not quantity) of participation] Students are expected to share their workplace experiences with the class.

\*If I cannot get appropriate feedback from the intern's workplace, I will shift the weights for the particular student to 1/2 written work and 1/2 class participation.

### Class Meetings

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|------------|---|
| January 17 | Overview of the course.   |
| January 24 | Read <u>The New American Workplace</u> , Part 2, pp. 25-79<br>Turn in résumé and one-page brief.  |
| Jan 31     | Read <u>The New American Workplace</u> , Part 3, pp. 81-147<br>Write one-page brief<br>Presentations on internships begin.  |
| Feb. 7     | Read <u>The New American Workplace</u> , Part 4, pp. 149-214<br>Write one-page brief  |
| Feb. 14    | Read <u>The New American Workplace</u> , pp. 215-244 and Introduction pp. 3-18<br>Write one-page brief  |
| Feb. 21    | Read <u>Guts</u> pp. 1-104 (skip "gut check" sections)<br>Write one-page brief  |
| Feb. 28    | Read <u>Guts</u> pp. 111-267 (skip "gut check" sections)<br>Write one-page brief  |
| March 7    | No class<br>Attend one Career Service's event anytime during the semester in lieu of 3/7 class. For example, you could attend an etiquette dinner, resume workshop, panel presentation on interns' experiences or on professionals from various economics fields discussing their careers, etc. Write one paragraph of which activity you attended and whether or not it was worthwhile. Turn in paragraph by the end of the semester (required, but won't be graded) |

March 14            Read Mavericks at Work, Part 1  
Write one-page brief

March 21            Read Mavericks at Work, Part 2  
Write a one-page brief  
Class presentations on various business books begin.

April 4              Read Mavericks at Work, Part 3  
Write one-page brief  
Class presentations on various business books.

April 11             Read Mavericks at Work, Part 4  
No write-up due on this reading.  
Class presentations on various business books.

April 18             Class presentations on various business books.

April 25             Class presentations on various business books. \_\_\_\_\_

May 2                Read The On \_\_\_\_\_