

CSC-298 IT Internship

Assignment 2 Due: session 3 Points: 15

Your Outline of Workplace Feedback Guidelines

This assignment is based on the video and discussion conducted in class session 2. In order to do this assignment you have to be present in session 2 and you must take notes as we view and discuss the video. Take these steps:

1. As we watch the video presenting a workplace communications consultant and each of the several acted-out situations, describe the nature of the situation, that is, what is actually happening, in a box in column 1 of the worksheet forms provided in class by the instructor.
2. For each of the various situations for which you create an entry in column 1, indicate in column 2 what kind of problem is evident. What is going wrong and what is the likely bad effect of handling the situation poorly?
3. For each of the situations for which you create an entry in column 1, describe in column 3 the advice provided by the consultant on how best to handle the situation. Give enough information so that a person who did not see the video could understand and follow the advice.
4. For each of the situations for which you create an entry in column 1, think about an experience in your own life (not necessarily at your internship position, but at any point in your life) which was similar to that of this situation. If no experience in your own life is similar to the situation, think about and describe a similar situation you observed in real life, in a movie, in a television show, or which you read about in a book. In other words, relate the situation depicted to something similar of which you are aware and describe that situation, its handling and its outcome. Was it handled well or poorly?

Your work on this assignment begins in class but continues after class, between sessions 2 and 3. The work is due (on paper) to be turned in at the start of class session 3. Late work will receive a maximum of 50% grade credit if submitted within a week after the due date; work submitted later than one week after the due date will receive a maximum of 30% grade credit.

Staple all pages of this work together and put your name on the first page. Include this work in the same manila folder you use to turn in assignment 1 at the start of class session 3.