

Lesson Four Assignment Instructions: Objective Update and Journal Critical Analysis review

JOURNAL ARTICLE: “Saving Your Rookie Managers from Themselves” by Carol Walker. You **must** use the Central Texas College Oveta Culp Hobby Memorial Library.

Instructions:

Lesson Four is due at the end of week eleven. The Lesson Report assignment is generally submitted every two weeks Lessons One through Four. The Report contains three graded activities:

- Overall format (do not **overuse**: page breaks, excess line returns, or increased margins size), readable of your assignment, and citations. Include page footers and page numbers on all

assignments.

- A unique Business Journal Article Critique Essay.
- Internship update summary of internship site activities:
- Hours (containing a statement of activities).
- Hours worked or volunteered.
- Submit the status of the three Internship SMART Objectives with supporting raw data. Additionally, submit a current analysis (a state where you are in completing the objective and what you have learned so far) of collected raw data. If the objective is complete, state so.
- To assist...review the SMART Objective

Update Requirements Item found in the Lesson Tools.

The report includes the following components in this order (use a **bold** section header for each critical report element):

TRANSMITTAL LETTER: To the decision-maker (for this purpose that is the Professor) ---watch the video found in Lesson Tools for more information.

TITLE PAGE: Assignment title, plagiarism statement, and course information.

SECTION I: A short executive summary (ES) of the entire report ---not to exceed (NTE) a half-page followed by a page break and NTE three paragraphs/single-spaced.

Executive Summary (ES) should answer this... if the decision-maker only reads your ES

would the decision-maker want to move on through your report, or could they make a decision based on your ES?

SECTION II: The unique business journal critique essay (the article provided as part of the assignment)---watch the video found in Lesson Tools for more information.

SECTION III: The Internship Site update.

- A current update of three internship objectives.
- Raw data proof of internship objective's current status (analyze and graphically present raw data).
- Performance hours for the period and to date.

SECTION IV: Reference page, with references

listed in APA format.

- Any appendices, if needed (outside sources must be referenced in the main report to be valid to report).

Length:

- Journal Critique 4 to 5 pages
- Site and Objectives update 4 to 5 pages
- Transmittal memorandum, cover page, and references are not in the page count

Sources:

The completed report cites three outside sources. Two sources should be from reviewed business journals.

Resource Material critique deck v.2

