

Ideas for Student Assignments/Activities that facilitate growth of student abilities in the 4 C's.

Research

- Research potential partner organizations and present findings to coworkers/supervisors.
- Research articles with info relevant for clients to share via social media.
- Research HR laws and practice writing policy regarding new laws.
- Have students choose a topic that is relevant to their work/organization, research that topic and present to coworkers/supervisors as an “expert” on that subject.

Meetings

- Attend meetings and take notes/minutes and present feedback to meeting facilitators.
- Participate in leadership meetings.
- Attend company trainings and report on items learned.
- Go to job sites/offsite meetings and events and report back.
- Create meeting agendas.

Inter-Office Collaboration

- Have students shadow other departments, create a report about their experience and present to coworkers and supervisors.
- Update staff directories and photos.
- Work with various teams for a specified period of time, with the intent to identify ways for the team to work more efficiently. Would allow students the opportunity to explore other areas, meet new people, and create and present ideas.

Client/Partner/Office Communication

- Make follow up phone calls and reminder phone calls.
- Maintain/update inter-office calendars.
- Create/send office memos.
- Attend & participate in community outreach.
- Research community organizations and resources. Contact companies to confirm information and services are accurate. Present information.
- Come up with one task or responsibility that the students is challenged by. Identify 3 different ways to deal with that challenge and write them down. Share the “problem” and responses with 2 staff members, and use their feedback to develop a plan to deal with the challenge later on.

Technology/Media/Marketing

- Support maintenance of social media sites.
- Manage and update databases or spreadsheets.
- Write article/blog post for website.
- Create flyers.
- Create content for broad range of social media sites.
- Review company website for function and ease of use.
- Create displays.

Project Management

- After completing a project have students compare project with a standardized version of the project.
- Have students come up with a better/different way of completing tasks/assignments.
- Come up with a specified project that has students create a program for their peers or younger children.
- Research and develop information for clients/potential clients.
- Have students complete a project that mirrors what an employee does (marketing, etc) and have them compare with the employee's project.
- Have student develop timeline of projects/tasks that need to be completed for the day.
- Have students train others on their tasks/assignments.

Career Exploration/Research

- Have students interview staff or board members who have careers they are interested in.
- Research career goal requirements, including education, certification, etc.
- Have students meet with a different executive level staff once per month with a focus on addressing challenges and growth of position.

Feedback/Communication between student & supervisors

- Email at the end of the day to supervisor with the high and low of the day.