**LEARNING TASKS & GOALS**

This assignment will require you to do an in-depth analysis of the agency you completing your internship in. By completing this investigation you should discover detailed information about the purposes and functions of your internship agency.

**PROCESSES**

You will be required to use the outline included below as a guide for information gathering at your internship agency. Once you have collected all of the information needed, you will be in a position to critically analyze the organization. In every instance please use the technical writing and critical analysis skills learned in prior courses. Also be sure to locate, analyze, synthesize, evaluate, and cite appropriately primary/secondary print and electronic source materials in APA format related to this project.

**FINAL REPORT**

As you complete this assignment, please prepare a final report that documents your work. This report should be between 5-8 pages, and use the APA formatting system. Please include the following outline in your final report:

Title Page

1. What is the purpose and overall mission of the agency?
	* + What are the agency’s strategic goals?
		+ What are the agency’s organizational values?
		+ What are the agency’s short-term and long-term strategic plans?
2. What is the formal organizational structure of the agency?
	* + Use an organization chart or diagram to illustrate.
		+ What steps must occur before formal decisions are made?
		+ Who are the primary stakeholders?
3. Provide a brief description of the programs that are offered by the agency. What are the professional roles carried out by agency employees/social workers?
4. Who is the target population that the agency seeks to serve? How diverse is this population?
5. Are there entitlement rules? What makes a person eligible to participate?
6. How is the agency financed?
7. What assessment methods are used by the organization to promote performance?
8. After having gathered and analyzed the above information, complete a SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis for the agency. Remember, strengths and weaknesses are internal to the agency where opportunities and threats are external.
9. Self Reflection on Learning

**GRADING CRITERIA & SCALE**

Grading of this project reflects the student’s ability to critically apply organizational analysis skills and competencies. Thus, each of the above report sections will be evaluate using the criterion “application mastery”[[1]](#footnote-1), and the following scale will be used to assess each report section:

5 = ***Section work shows*** exemplary ***application of organizational analysis skills and competencies***

4 = ***Section work shows*** above average ***application of organizational analysis skills and competencies***

2 = ***Section work shows*** average ***application of organizational analysis skills and competencies***

1 = ***Section work shows*** below average ***application of organizational analysis skills and competencies***

0 = ***Section work shows*** no ***application of organizational analysis skills and competencies***

Given these possible scores, the project’s final score will be the sum of all section scores.

**Grading Sheet**

***(This page must be attached to the first page of the report)***

Student Name:

Section Scores

Purpose and Overall Mission of the Agency (including agency goals, values and planning)

Formal Organizational Structure of the Agency (including agency decision making)

Stakeholder Analysis

Description of Agency Programs

Analysis of Professional Roles

Analysis of Target Population

Description Eligibility and Entitlement Rules

Analysis of Agency Finances

Description of Agency Assessment Methods

Organizational *SWOT* Analysis

Self Reflection on Learning

**PROJECT’S FINAL SCORE**

1. Application mastery is defined as the student’s ability to independently apply organizational analysis skills and competencies. [↑](#footnote-ref-1)