Guide for Scoping Scholars' Work

Scoping

This should be completed before the Scholar arrives

- **What do we want?**
    - What is the main problem to be solved?
    - Goals and objectives should be identified in all projects and planning. Is it a physical product, presentation, etc.?
    - "What needs to get done by when, to what standard?"
- **What do we have?**
    - What resources are available to the Scholar to get this goal accomplished?
    - Make sure you delegate authority if they need access
- **How do we use what we have to get what we want?**
    - What are the constraints? Set the parameters
- **What will happen as a result?**
    - Tie to the larger division or dept. Goals

Developing a Work Plan/Action Plan

This should be done with the Scholar

- **Review the Scope of the project from above**
    - Introduction and Background (The Problems)
    - Goals and Objectives (The Outputs)
    - Resources and Constraints (The Inputs)
    - Strategy and Actions (from Inputs to Outputs)
- **Identify what the Scholar thinks they will need**
- **Chunk Work**
    - Identify phases and clumps of work that need to take place at one time
- **Identify Tasks and Timelines**
    - List out all the tasks and activities that will be required in each phase
    - These will change and shift as the project progresses
    - Use this to guide check-ins

Examples of Meaningful Projects or Responsibilities for Urban Scholars

- Research the viability of a new program, campaign, or initiative; compile and present statistics.
- Complete a backburner project that has been bogging down permanent staff.
- Critique your department's website...from a user perspective, brainstorm ideas for boosting usability.
- Propose solutions for a mid-level problem that no one has had time to address.
- Scan media for news items; provide regularly scheduled updates.
- Accompany employees and leaders to meetings; have them take an observer role, but ask for their input and ideas (and answer any questions) after you've left.
- Evaluate some area of IT functionality (for tech-savvy interns); ask if they see a way to improve efficiency, streamline programs, or cut costs.
- Take responsibility for some regular tasks. Even if it's as simple as taking, and placing, the weekly supply order, it will demonstrate follow-through and an ability to take ownership.
- Prepare a budget.
- Create support materials, such as charts, graphs, or other visuals.
- Plan and coordinate an event or meeting.
- Generate a marketing plan, financial forecast, or other report.
- Produce a video or slide presentation.
- Perform a study or survey; analyze and present results.
- Write internal communications.
- Compile employee manuals or develop process directions for tasks with high employee turnover.
- Source goods or search for lower-cost sources for high-volume materials.
- Serve as a liaison between the company and clients or vendors (freeing up staff members to communicate on only more crucial issues).
- Develop Outreach and Engagement efforts, plans, or events

When it comes to assigning Urban Scholars' tasks, strive to strike a balance between those activities that will provide a meaningful learning experience and those activities that will increase productivity in the organization.