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Rachna Khanna

Business Ed.

Dowling Catholic High School

2021 extern at WEITZ

Part I: Overview of Workplace

- The Weitz Company is the sixth oldest Architectural/Engineering/Construction firm in the United States.

- They have forged their reputation by constantly seeking new construction innovations and technologies that provide their clients with predictable, reliable and collaborative services.

- The Weitz Company of today descends from a small carpentry shop founded in 1855 in Fort Des Moines, Iowa, by Charles H. Weitz, an entrepreneurial German immigrant.

- As the construction company grew, Charles Weitz handed down his craft, sense of values and quality to his sons, who in turn passed the family business on to their children for four generations.

- "Always an innovator", The Weitz Company pioneered the development of precast concrete exterior wall construction and became one of the largest producers of architectural precast concrete.

- During World War II, The Weitz Company supported the war effort by constructing ammunition plants in record time.

Part II: Workplace Focus

The primary function of the Support team at WEITZ is to Onboard a new hire and provide support to all the departments in the organization by resolving the issues with their system in a timely manner. Support team makes sure that transition of an individual is easy (inward and outward) and quick by following various processes named as Onboarding/ Offboarding Process which are very important for the organization.

Part III: Introduce the Problem

- Support division of WEITZ is responsible for adding content to Onboarding/offboarding documents related to their organization on the common folders used by company admins.
- Because of lack of time, the Support team was not able to modify content to its documents. The content that is there was difficult for other users to follow.
- The Support team has asked for help updating their documents.
- Every organization deals with these processes.
- Students will create these documents in class by exploring different organizations structures.
- They will create either onboarding document and then review their classmates work.

Part IV: Standards, Driving and Essential Questions

Career Exploration Class:

Project driving questions:

- How different department in an organization works?

Essential question:

- What are the essential documents created and managed by each department in an organization?
- How to carefully create and use those documents as they are sensitive documents for every organization?
- What are the different Document Management systems(DMS) used by organizations and how to carefully use them?

Part V: Extern Host Role

- JC Sixtos, Support team Administrator of WEITZ Constructions will introduce the organization structure to the class via video conference after students have been introduced to DMS and the basics of MS Word.
- Trey from IT department will help the students understand what are their expectations about their department documentation (and why) and give the students direction on researching other cities' sites for design/template ideas.
- JC , Trey, and Ryan will provide feedback on team docs during the project and after completion.
- Students will make decisions on style and content within certain parameters.

Part VI: Student Learning

- Students will work in groups to create three pages of onboarding documents for their own business. Within the parameters of the assignments, groups will make content and design decisions.
- Students will create an organization structure chart to represent the hierarchy in their business. (They can take help of online sources)
- Students will brainstorm different departments which needs onboarding documents and what should be the content of those documents.
- Students will create a list/roadmap of all the important stuff required by an individual to work efficiently in their organization.
- Students will research different onboarding document templates available online to gain ideas. Like HubSpot
- Class will video conference with the Support team during the project to get feedback and make adjustments.
- At the end students will write a reflection sheet about their experience and learning from this project. Where they will mention what was the fun part and hard part of their project?